



DAP USER GUIDE FOR MAP LENDERS

CHAPTER FIVE – COST: ESTIMATE CONSTRUCTION COSTS

TABLE OF REVISIONS

Release Number	Release Date	Revision Date	Comments
1.4.7	November 2002	November 2002	Baseline
1.5	March 8, 2003		No revision
1.5.1	March 31, 2003		No revision
1.5.2	September 22, 2003	September 22, 2003	Removed hypothetical analyses
1.5.3	November 2003		No revision
1.5.4	December 2003	December 2003	Revised guide for content integrity and stylistic consistency. No operational changes were made.
1.5.6	April 19, 2004	April 2004	Revised guide for content integrity and stylistic consistency.

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5

Cost: Estimating Construction Costs

Processing a loan application for multifamily housing projects involves analytical work in the technical disciplines (A&E, Cost, Valuation, Mortgage Credit, etc.) Development Application Processing (DAP) enables Tracking staff to make assignments (assign staff to do the work) and permits the assigned staff to enter the results of their analysis. Each assignment may have one or more versions, which allow the analyst to prepare a different analysis scenario when the data in the A&E analysis has changed, correct errors, or reassign an assignment to another staff person. Only the assigned analyst is able to enter and edit analysis data. However, all DAP users may retrieve and view a cost assignment, whether in-process or complete.

The Cost Analysis subsystem supports the analysis and validation of hard costs associated with a proposed project. The DAP system provides the ability to create and maintain an electronic record of all associated cost analyses for a particular project.

To complete a Cost Analysis, you must locate and retrieve the assignment once the physical characteristics are entered in the A&E Analysis; initialize the assignment version; enter the analysis data; and close the analysis. This chapter details each of these steps in processing an analysis.

Objectives

- Retrieving Cost assignments;
- Linking to an A&E assignment;
- Understanding Cost Analysis types;
- Processing a Replacement cost analysis;
- Processing a Rehabilitation (Rehab) cost analysis;
- Processing a Repair cost analysis; and
- Closing the assignment

5.1 About Cost

Cost subsystem is composed of three different analysis: Replacement Cost (As New), Rehab Cost and Repair Cost.

All mandatory data fields are displayed in bold type.

After logging onto the system (*see Chapter 2, section 2.1*), the **Development Application Processing** window (Figure 1) displays a Menu bar and a Toolbar. Refer to Chapter 2, Getting Started for detailed instructions on how to navigate the DAP system.

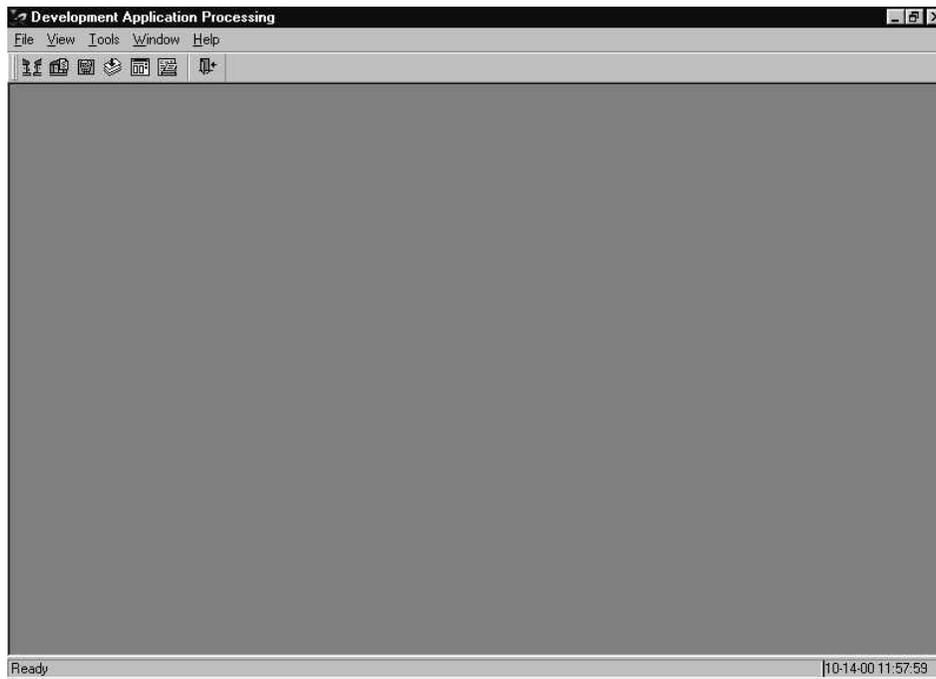


Figure 1. Development Application Processing Window

5.2 Retrieving an Assignment

To complete a cost analysis you must first retrieve the assignment record. An assignment is the task of completing a cost analysis for a proposed FHA-insured multifamily housing project. Search for your assignments using any of several criteria (Project Number, Project Name, Staff Name, Discipline Type, etc.) and select the assignment you want to work on from an alphabetical list of projects. The results of your search are in table form and display summary information about the application, including project/FHA number, version number, discipline, staff name, phase name, etc. Only the assigned analyst is able to enter and edit data.

Other DAP users may retrieve and view a cost assignment that is in-process or complete.

To retrieve a Cost assignment:

1. From the **DAP Main** window, click **File** and **Open**, and the menu options (Figure 2) display.

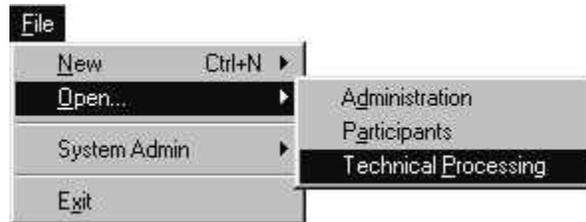


Figure 2. Technical Processing Menu Option

2. Click **Technical Processing**, and the **Assignment Search** window (Figure 3) displays.

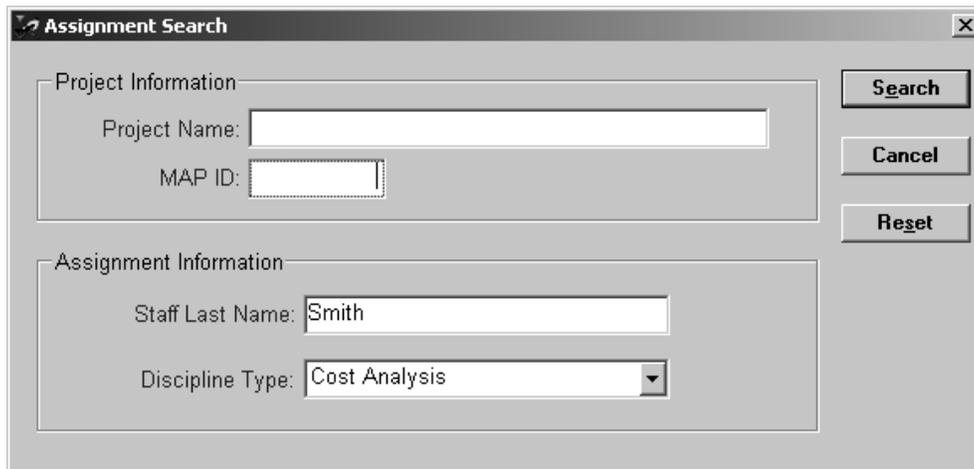
A screenshot of the 'Assignment Search' dialog box. The window has a title bar with a close button. It is divided into two main sections: 'Project Information' and 'Assignment Information'. In the 'Project Information' section, there are two text input fields: 'Project Name' and 'MAP ID'. In the 'Assignment Information' section, there are two input fields: 'Staff Last Name' (containing the text 'Smith') and 'Discipline Type' (a dropdown menu currently showing 'Cost Analysis'). To the right of these input fields are three buttons: 'Search', 'Cancel', and 'Reset'.

Figure 3. Assignment Search Window

3. Enter one or more of the project or assignment search criteria:

Project Information

- *Project Name* (partial or complete name)
- *MAP ID*

Assignment Information

- *Staff Last Name* (the specialist processing the assignment; partial or complete name in upper or lower case)
- *Discipline Type* (specialist's assigned discipline; from the drop-down list)

4. Click , and the **Assignment List** window (Figure 4 and Figure 5) displays.

Development Application Processing

File View Tools Window Help

Assignment List

Records Retrieved 3

MF Project Name	Phase Name	Version Number	Lender ID	Assignment Discipline	Responsible Staff Member	Assigned Date
Green Hills	Pre-Application	1	00002	Cost Analysis	Smith	01/07/2004
Green Meadow Apts	Firm	1	00002	Cost Analysis	Smith	12/15/2003
Greenway Towers	Pre-Application	1	00002	Cost Analysis	Smith	12/16/2003

Figure 4. Assignment List Window (1 of 2)

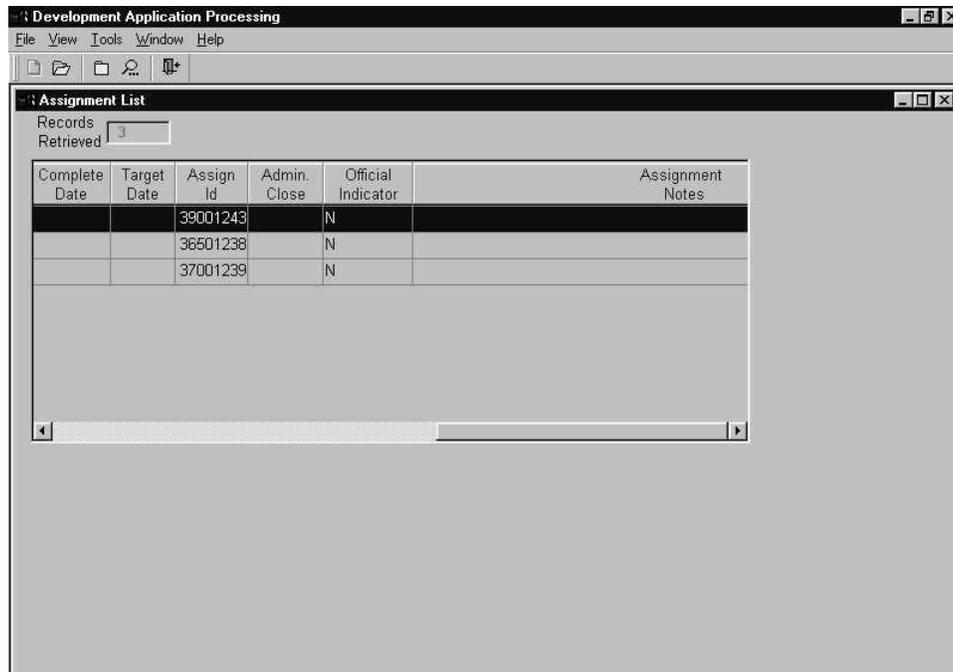


Figure 5. Assignment List Window (2 of 2)

5. Select a Cost assignment.
6. From the **File** menu, select **Open**, and the **Cost Analysis** window (Figure 7) displays.

5.3 Creating a Cost Analysis

Using the Cost subsystem, you estimate the cost of materials being used to construct or rehabilitate each project site. Improvements, onsite and off-site costs, and related fees can also be entered. The actual date you begin working on the assignment must be recorded before any processing can begin.

The **Cost Analysis** window displays project reference data (Project Name, Project/FHA Number, and Project Address) and four tabs: General, Assignment, A&E Assignment, and Remarks/Notes. From the General tab you select processing tasks to enter estimated costs. The Assignment tab displays data related to your work assignment. The A&E Assignment tab displays information about the A&E assignment and enables you to view and associate your assignment to a particular A&E assignment. The Remarks/Notes tab provides you space to record the estimated construction start date, the number of months to completion, whether or not you accepted the contractor's estimates (based on HUD 2328), notes about the project, and special conditions that print on the Mortgage Credit Commitment (HUD 92436).

The following describe the steps in processing a Cost Analysis assignment.

The Cost Analysis Process

You may want to process the Cost assignment in the following order:

1. Retrieve the new assignment (Section 5.1) and respond to the "start date" prompt to record the date (Section 5.3.1) you begin processing the assignment.
2. Select the Remarks/Notes tab to enter *Est. Construction Start Date* and *Months to Completion*. See Section 5.3.2.
3. Select and link to an A&E assignment which will be the basis of the Cost assignment. See Section 5.3.3.
4. Perform the cost analysis based on the project's activity (new construction, sub-rehab, refinance or purchase/acquisition).
5. Select the Remarks/Notes tab and indicate whether the contractor's estimated costs are acceptable. Enter any comments regarding this analysis in the Notes field and any special conditions to be included on the commitment. See Section 5.4.5.
6. Close the assignment. See Section 5.5.

Remember to save your work often.

5.3.1 Recording the Start Date

When opening a Cost assignment for the first time, the **Cost Analysis** window (Figure 6) displays only for the assigned Cost Analyst who initiates the recording of the start date. The system records the current date as the *Start* date on the Cost Assignment tab (Figure 8). The *Start* date is view only and cannot be changed or deleted.

After the start of work is recorded, the Cost Analyst gains access to the Cost subsystem and can begin processing the Cost assignment. DAP users with view-only rights will not receive the start date message shown in Figure 6, but can access and view the Cost information.

To record the start date:

1. From the **DAP Main** window, click **File**, **Open**, **Technical Processing**, and the **Assignment Search** window (Figure 3) displays.
2. Enter your search criteria, and display the **Assignment List** window (Figure 4).
3. Select and open a Cost assignment, and the **Cost Analysis** inquiry window (Figure 6) displays.



Figure 6. Cost Analysis Window for the Start Date

- Click and the **Cost Analysis** window (Figure 7) displays.
If you click *No*, the system closes the Cost subsystem and returns to the **Assignment List** window.

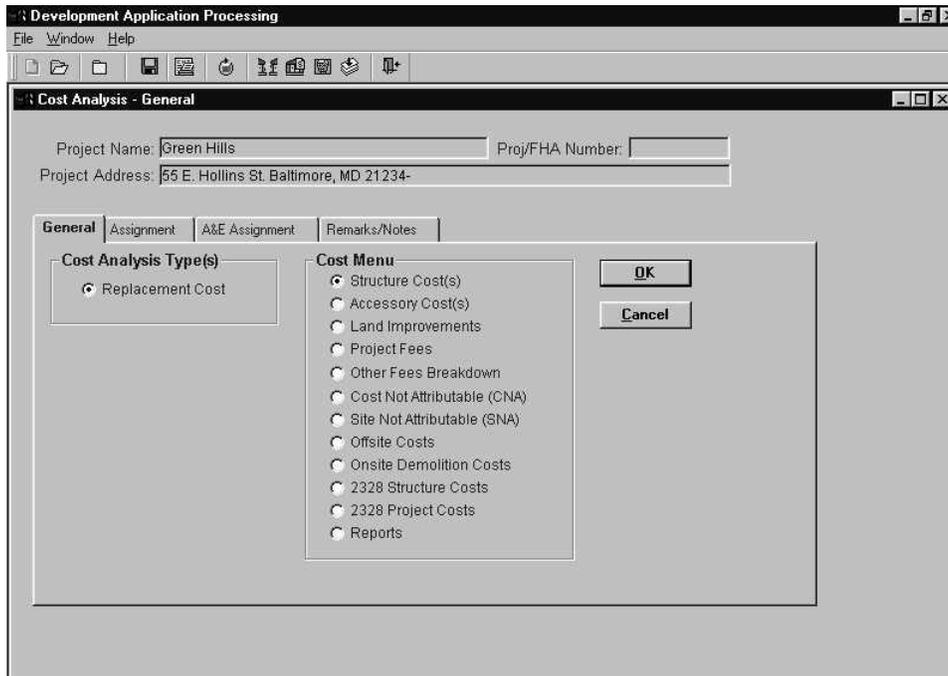


Figure 7. Cost Analysis Window - General Tab

- Select the Assignment tab to view the *Start* date, which is the current date (Figure 8).

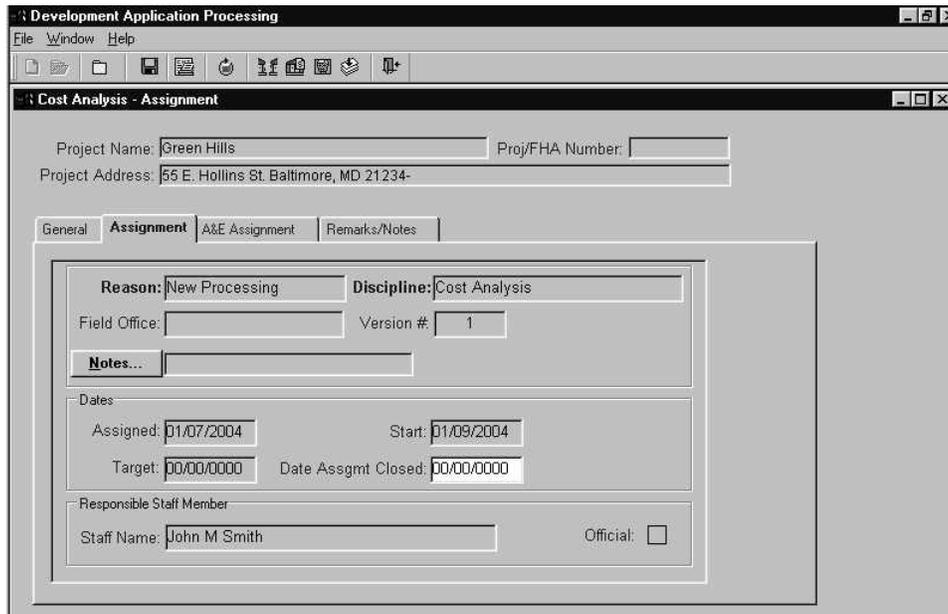


Figure 8. Assignment Tab with System-Generated Start Date

5.3.2 Entering the Estimated Construction Completion Date

Select the Remarks/Notes tab to enter the *Est. Construction Start Date* and *Months to Completion* before beginning to process the Cost assignment. Also, you may enter general notes about the project on this tab. After the Cost assignment is processed but before the completion date is entered on the Assignment tab, you must decide whether or not to accept the Contractor's Estimate Costs from the HUD 2328. (For New Construction, see Sections 5.4.1.10 and 5.4.1.11 or for Rehab, see Sections 5.4.2.9 and 5.4.2.10 for how to enter these values.) Enter any *Special Conditions* before closing the assignment. (See Section 5.5 for the instructions.) The special conditions print on the Mortgage Credit Commitment (HUD 92436).

After entering the construction information, you will need to link to the A&E assignment. See Section 5.3.3, Linking an A&E Assignment to the Cost Assignment.

To enter construction information:

1. From the **Cost Analysis** window, select the Remarks/Notes tab (Figure 9).
2. Enter the *Est. Construction Start Date* and *Months to Completion*.
3. Save your work.

The screenshot shows a software window titled "Development Application Processing" with a menu bar (File, Window, Help) and a toolbar. Below the toolbar is a sub-window titled "Cost Analysis - Remarks/Notes".

At the top of the sub-window, there are two text input fields: "Project Name: Green Hills" and "Proj/FHA Number:". Below these is a "Project Address:" field containing "55 E. Hollins St. Baltimore, MD 21234".

There are four tabs: "General", "Assignment", "A&E Assignment", and "Remarks/Notes". The "Remarks/Notes" tab is selected.

Under the "Remarks" section, there are two input fields: "Est. Construction Start Date:" with the value "09/15/2004" and "Months To Completion:" with the value "12".

To the right of these fields is a section titled "Accept Contractor's Estimate" with two radio buttons: "Accepted" (which is selected) and "Not Acceptable".

Below the "Remarks" section is a "Notes" text area and a "Special Conditions" text area.

Figure 9. Remarks/Notes Tab

To enter/edit general notes:

1. From the **Remarks/Notes** window, select the **F**ile menu and **N**ew. The **Notes** window (Figure 10) displays.

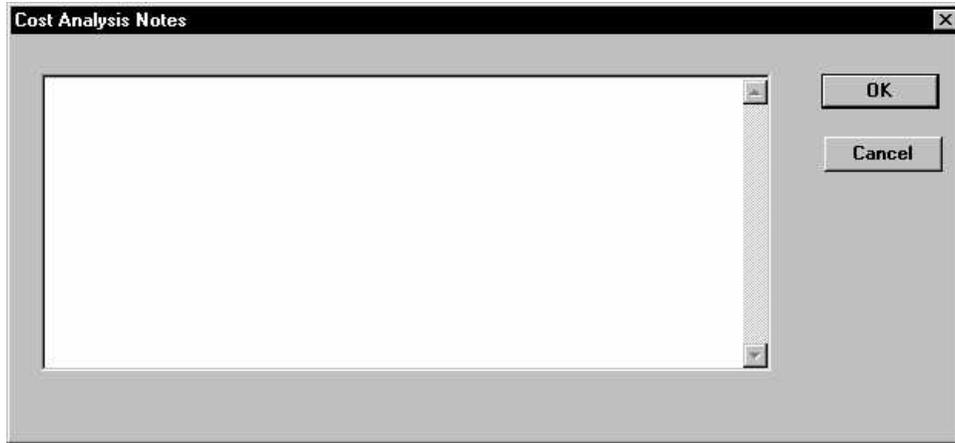


Figure 10. Cost Analysis Notes Window

2. Enter/update your notes.
3. Click to save and return to the **Remarks/Notes** window.

To delete a general note:

1. Select the note.
2. Right click the note, and the **E**dit menu displays.
3. Select **D**efine, and the Confirm Delete message displays.
4. Click to delete the note, and the General tab on the **Cost Analysis** window displays.
5. Repeat steps 1 through 4 to delete additional notes.
6. Save your work.

To restore deleted notes:

Note: *You can only restore a deleted note prior to saving.*

1. From the Remarks/Notes tab, right click inside the Notes list box, and the **Edit** menu displays.
2. Click **Restore**, and the **Restore** window displays.
3. Click one entry to select it, or click to select all notes.
If you make two different selections, you can click to flip between the two different selections.
4. Click , and the restored note(s) displays in the Notes list box on the Remarks/Notes tab.

To enter a Special Condition:

1. From the Remarks/Notes tab, select , and the **Special Condition Notes** window (Figure 11) displays.

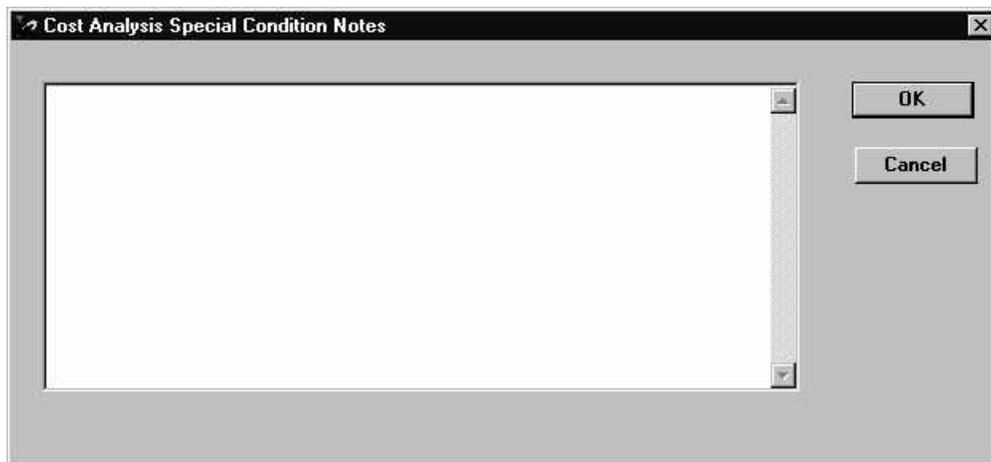


Figure 11. Special Condition Notes

2. Enter your comments. The window allows the text to wrap.
3. Click to save the note, and the entry displays in the Special Conditions list box on the **Remarks/Notes** window. The special condition note prints on the Mortgage Credit Commitment (HUD 92436).

5.3.3 Linking an A&E Assignment to the Cost Assignment

You need the physical characteristics from the A&E assignment to process the Cost assignment. This section describes how to link, or associate, your analysis assignment to the A&E data. Also, this section shows you how to link to a different version of the A&E assignment when the data in that analysis has changed.

5.3.3.1 A&E Assignment Tab

The A&E Assignment tab (Figure 12) displays a summary of all completed A&E assignments for the current phase of the project and enables you to view the entire A&E analysis. The versions are numbered sequentially with the system defaulting to the most recent. Before you begin processing, you must first associate (link) the Cost assignment to an A&E analysis.

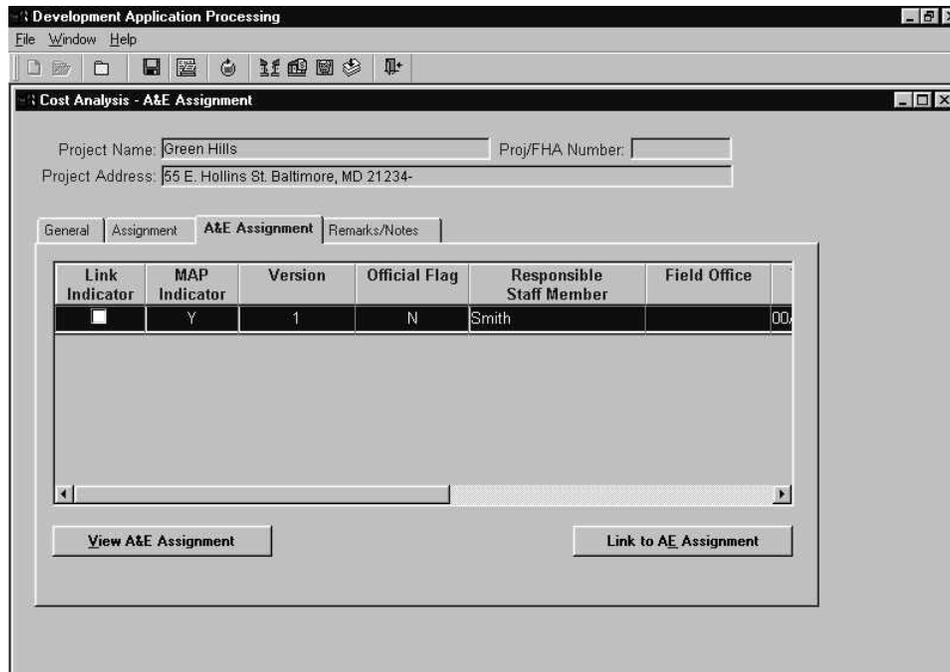


Figure 12. A&E Assignment Tab

To view the A&E analysis:

1. From the **Cost Analysis** window, select the A&E Assignment tab.
2. Select the A&E assignment you want to view.
3. Click , and the **A&E** window displays.
4. From the **File** menu, select **C**lose to return to the A&E Assignment tab.

To link an A&E assignment:

1. From the **Cost Analysis** window, select the A&E Assignment tab.
2. Highlight the A&E assignment version you want to link to the Cost assignment.
3. Click , and a message displays stating the A&E assignment was successfully linked.
4. Click to return to the A&E Assignment tab. A check mark (✓) displays in the *Link Indicator* field showing the version that is linked to your Cost Analysis.

If you need to select a different version of the A&E assignment, select the A&E assignment and click .

To re-associate with the latest version of an A&E Assignment

If other discipline assignments in the phase are open when a new version of an assignment is created, the system notifies the Cost Analyst. The **Information** window (Figure 13) provides you with information about a newly created A&E assignment version. You may then decide to re-link to the latest version of the A&E assignment or continue with your current version.

1. Click to close the **Information** window (Figure 13).

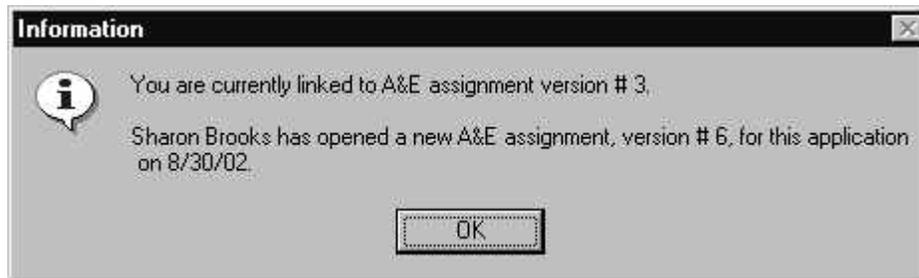


Figure 13. Information Window

2. Click the A&E Assignment tab, and select the latest A&E assignment.
3. Click , and the A&E Assignment dialog box displays indicating the A&E assignment was successfully linked.
4. Click to return to the A&E Assignment tab. A checkmark in the box next to the selected assignment indicates the link is completed.

5.3.3.2 Copying Cost Analysis Information

After an assignment is closed, all Cost information becomes view only. If you need to add or change information in a closed assignment, (ED) have your Tracking person create a new version of your closed assignment. The new version will contain only the data entered in Tracking; it will not contain the information from the previous Cost version.

If you can use data from a closed version, the system enables you to copy all information, including the Tracking notes (but not the start and complete dates) from the closed version into the new assignment version. If you begin entering data into a new version and then decide to copy a previous analysis, the data you just entered is overwritten with the data from the copied version. You then can revise the data as needed.

To copy a previous Cost analysis:

1. Search for the project using the Project Number and “Cost” as the Discipline (see Section 5.1), and the **Assignment List** window (Figure 14) displays all versions of the assignment for the project.

MF Project Name	Phase Name	Version Number	Lender ID	Assignment Discipline	Responsible Staff Member	Assigned Date
Green Hills	Pre-Application	1	00002	Cost Analysis	Smith	01/07/2004
Green Meadow Apts	Firm	1	00002	Cost Analysis	Smith	12/15/2003
Greenway Towers	Pre-Application	1	00002	Cost Analysis	Smith	12/16/2003

Figure 14. Assignment List Window - By Version Number

2. Open the most recent version of the Cost assignment from the **Assignment List** window, and the **Cost Analysis** window displays.

- From the **File** menu, select **Copy Analysis** (Figure 15), and the **Copy from Previous Assignment** window (Figure 16) displays all closed versions of the assignment.

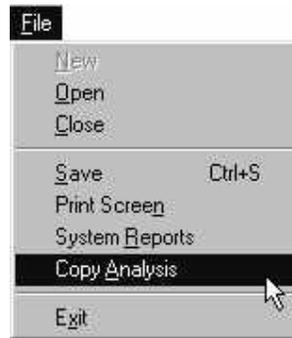


Figure 15. Copy Analysis Menu Option

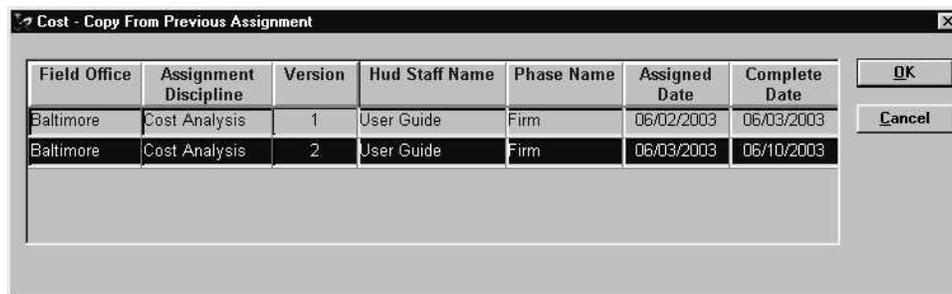


Figure 16. Copy from Previous Assignment - Completed Assignments

- Highlight the analysis you want to copy.
- Click , and the **Copy Cost from Previous Analysis** window (Figure 17) displays.

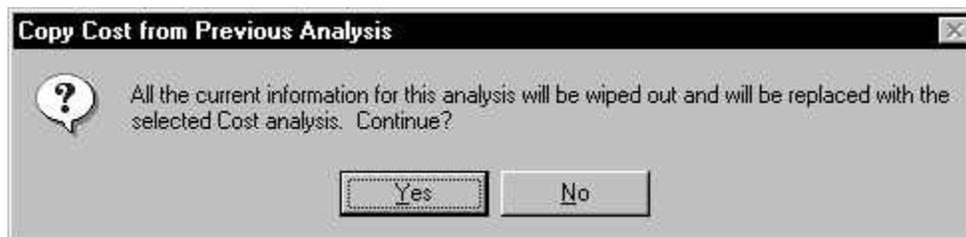


Figure 17. Copy Cost from Previous Analysis Window

- Click , and the system copies all data from the previous assignment, except the *Start date* and *Date Assgmt Closed*. When the copying is complete, the system returns to the **Cost Analysis** window.

5.4 Processing a Cost Analysis

After completing the initial assignment set up, you may begin entering the estimated costs of the project into DAP. The type of analysis you complete depends on the Program Type and Activity entered in Tracking. The DAP system enables you to enter estimated costs for each site and structure in the project.

Table 1 shows the three scenarios for processing a cost analysis.

Table 1. Cost Menus for Cost Analysis Types

Program Type	Activity	Cost Analysis Window
220 221d3 221d4	New Construction	

Program Type	Activity	Cost Analysis Window
220 221d3 221d4	Sub Rehab	<p>The screenshot shows the 'Development Application Processing' application window. The 'Cost Analysis - General' dialog box is open. The 'Project Name' is 'Greenplace Homes' and the 'Project Address' is '15 Hollander Ridge Rd. Baltimore, MD 21232-'. The 'Cost Analysis Type(s)' section has 'Rehab Cost' selected. The 'Cost Menu' section has several radio button options: Structure Cost(s), Accessory Cost(s), Land Improvements, Project Fees, Contingency Reserve Percentage, Other Fees Breakdown, Offsite Costs, Onsite Demolition Costs, 2328 Structure Costs, 2328 Project Costs, Rehab Cost Not Attributable - to residential use, and Reports. The 'OK' and 'Cancel' buttons are visible at the bottom right of the dialog box.</p>
223f	Acquisition / Refinance (Repair Cost)	<p>The screenshot shows the 'Development Application Processing' application window. The 'Cost Analysis - General' dialog box is open. The 'Project Name' is 'Green Meadow Apts' and the 'Project Address' is '17 Beech Tree Way Columbia, MD 20945-'. The 'Cost Analysis Type(s)' section has 'Repair Cost' selected. The 'Cost Menu' section has several radio button options: Structure Cost(s), Repair Cost(s), Accessory Cost(s), Land Improvements, Project Fees, Offsite Costs, Onsite Demolition Costs, Initial deposit for replacement reserve - and Mortgagor's Closing Fees, and Reports. The 'OK' and 'Cancel' buttons are visible at the bottom right of the dialog box.</p>

5.4.1 Processing a 220, 221d3, or 221d4 New Construction Project

The **Cost Analysis** window General tab (Figure 18) is divided into two sections, Cost Analysis Type(s) and Cost Menu. The Replacement Cost analysis involves the hard costs for building the project’s structures from the ground up.

Select the Cost Menu radio buttons in any order to process the cost analysis. The following sections describe the analysis tasks in the order each radio button displays on the General tab.

*Note: From this point, the **Cost Analysis** window General tab will be referred to as the General tab.*

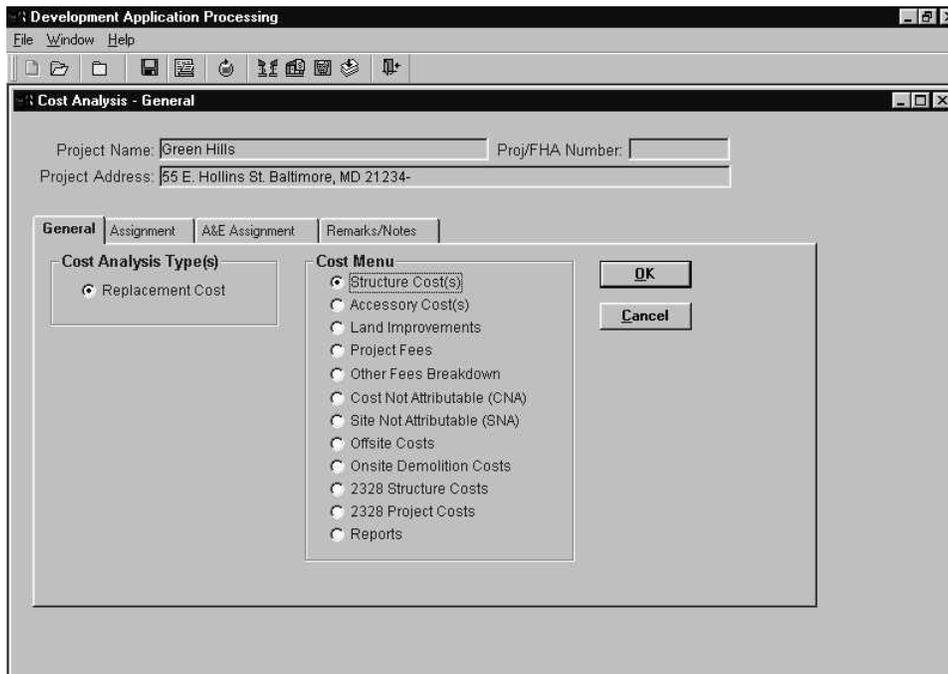


Figure 18. General Tab - Replacement Cost Analysis Type

5.4.1.1 Estimating Structure Cost(s)

Select *Structure Cost(s)* from the Cost Menu on the General tab to enter the estimated cost to replace the structures or dwellings in the project. The **Structure Cost(s)** window (Figure 19) displays two sections. The top section, which is view-only, shows the structure types on the property, as defined by the A&E Analyst, and the total cost estimate of all dwellings for each structure type. When you select a structure type, the bottom section displays the related structure type dwellings and the cost estimate of each dwelling.

The detail window for each structure enables you to enter the estimated costs for the trade items. If there are several dwellings with the same structure type, you may enter the estimated costs for one structure and copy the costs to the other structures. You can then revise the structure costs for the other structures. These costs affect the calculation of project fees. See Section 5.4.1.4 for details.

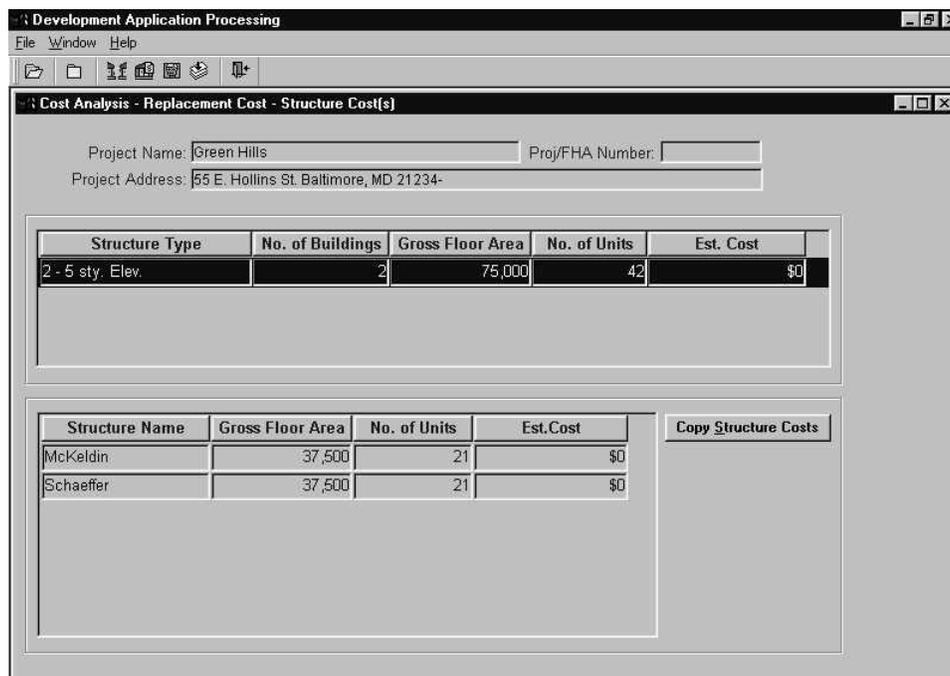


Figure 19. Structure Cost(s) Window for 221(d)4, New Construction

To enter/edit structure costs:

1. From the General tab, select the *Structure Cost(s)* radio button from the Cost Menu.
2. Click , and the **Structure Cost(s)** window (Figure 19) displays.
3. Highlight a *Structure Type*.
4. Highlight a *Structure Name*.
5. From the **F**ile menu, select **O**pen, and the **Structure Costs** window (Figure 20) displays.

Trade Item	Est. Cost
Concrete	\$125,000
Masonry	\$125,000
Metals	\$5,000
Rough Carpentry	\$25,000
Finish Carpentry	\$12,000
Waterproofing	\$16,546
Insulation	\$4,654
Roofing	\$89,795
Sheet Metal	\$6,455
Doors	\$5,646
Windows	\$9,795
Glass	\$6,489

Total Cost: \$1,597,041

Figure 20. Structure Costs Window

6. Enter the estimated cost for the appropriate trade item(s). The system displays the sum of each cost item in the *Total Cost* field.
7. Click to save the data and return to the **Structure Cost(s)** window. The *Total Cost* for the structure displays in the bottom section. The top section displays a grand total for all structures on the property.
8. Repeat Steps 3-7 as needed, or copy the Structure Costs (see Section 5.4.1.1.1), to enter the Structure Costs for all structures on the property.
9. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

To delete structure costs:

1. From the General tab, select the *Structure Cost(s)* radio button from the Cost Menu.
2. Click , and the **Structure Cost(s)** window (Figure 19) displays.

3. Highlight a *Structure Type*.
4. Highlight the *Structure Name*.
5. From the **F**ile menu, select **O**pen, and the **Structure Costs** window (Figure 20) displays.
6. Highlight the data field you want to delete.
7. Press **D**elete on your keyboard, and \$0 displays in the data field.
8. Click to save and return to the **Structure Cost(s)** window.
9. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

5.4.1.1.1 Copying Structure Costs

On the bottom right of the **Structure Cost(s)** window (Figure 21), you see: . This button enables you to copy estimated costs from one structure to other structure(s) in the project, provided the structure type is the same. You can then revise the copied structure costs as necessary.

For example, the project in Figure 21 has one type of structure, a 2-5 story elevator, with two identical structures, McKeldin and Schaeffer. After entering the data for McKeldin, copy the data to Schaeffer using the copy feature. If the structures are not identical but similar, copy and then revise the estimated cost for the trade items for the individual structures.

To copy structure costs:

1. From the General tab, select the *Structure Cost(s)* radio button from the Cost Menu.
2. Click and the **Structure Cost(s)** window (Figure 21) displays.

Project Name: Proj/FHA Number:

Project Address:

Structure Type	No. of Buildings	Gross Floor Area	No. of Units	Est. Cost
2 - 5 sty. Elev.	2	75,000	42	\$1,597,041

Structure Name	Gross Floor Area	No. of Units	Est. Cost
McKeldin	37,500	21	\$1,597,041
Schaeffer	37,500	21	\$0

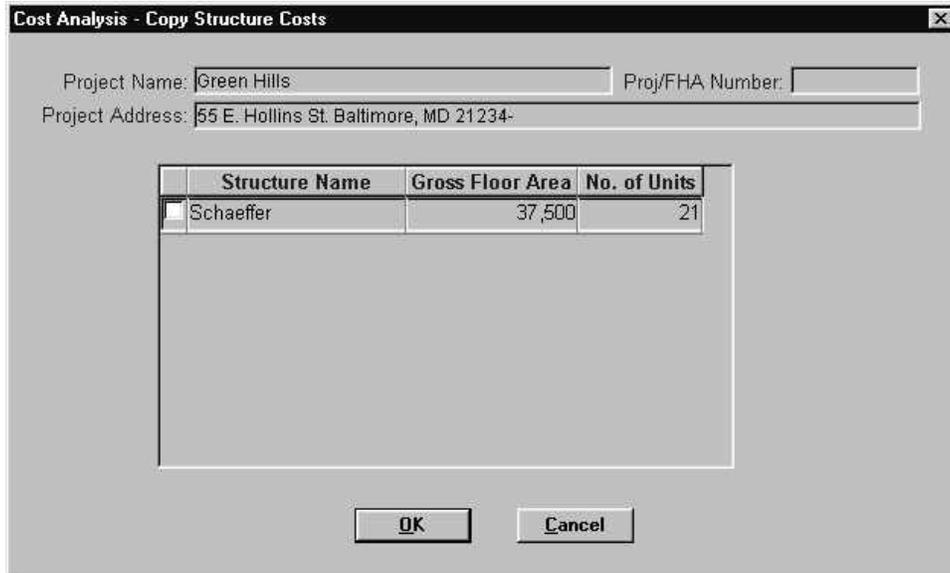
Figure 21. Structure Cost(s) Window

3. Highlight a *Structure Type*.
4. Highlight the *Structure Name*. This is the structure for which you entered cost estimates

already. In the example in Figure 21 this is McKeldin.

 **Note:** *If you do not select a Structure Name, the system uses the first one listed. If the Est. Cost is zero (\$0), the system copies that amount but does not display the new amount until you close and re-open the **Structure Cost(s)** window.*

- Click and the **Copy Structure Costs** window (Figure 22) displays Schaeffer.



Structure Name	Gross Floor Area	No. of Units
<input type="checkbox"/> Schaeffer	37,500	21

Figure 22. Copy Structure Costs Window

- Select the checkbox next to the structure(s) where you want the data copied, in this case Schaeffer. A check mark (✓) displays (Figure 23).

Structure Name	Gross Floor Area	No. of Units
<input checked="" type="checkbox"/> Schaeffer	37,500	21

Figure 23. Structure Copy

- Click , and the **Structure Cost(s)** window (Figure 24) displays. The system calculates and displays the new total *Est. Cost* by structure type and structure name. Revise the data of the copied structure as needed.

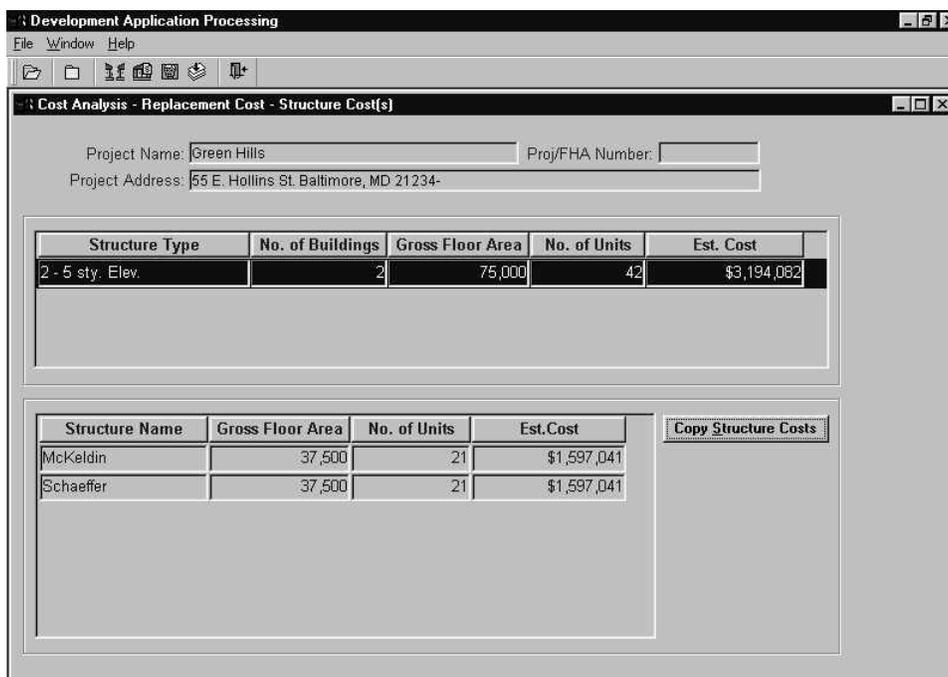


Figure 24. Structure Cost(s) - Copied Structure Estimate Cost

- From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

5.4.1.2 Estimating Accessory Cost(s)

Select *Accessory Cost(s)* from the Cost Menu on the General tab to enter the name, area, and estimated cost for each accessory, as defined by the A&E Analyst, associated with the property.

These costs affect the calculation of Project Fees. See Section 5.4.1.4 for details.

Table 2 lists the four accessory cost(s) tabs and the section that provides steps to complete.

Table 2. Accessory Cost(s) – New Construction

Tab	Examples	Refer to Section
Accessory Structures	Clubhouse/Leasing Laundry Office	5.4.1.2.1
Garages (Detached)	Garages/Storage	5.4.1.2.2
Other Structures	Carports Storage Covered Carports Rental Office Community Room Mail Kiosk	5.4.1.2.3
Recreational Facilities	Swimming Pool & Deck/Spa Volleyball Court Community Center Play Area/Playground/Tot Lot Recreational Bldg	5.4.1.2.4

5.4.1.2.1 Accessory Structures

The following steps guide you through accessory structures costs on the **Accessory Cost(s) - Accessory Structures** window (Figure 25). The system calculates and displays the total cost for all Accessory Structures. Revise the estimated costs for the accessory structures as needed.

Project Name: Proj/FHA Number:

Project Address:

Accessory Structures: Garages (Detached) Other Structures Recreational Facilities

Name	Area	Est. Cost
Clubhouse	1,256	\$25,105
Office	5,000	\$89,898

Total Cost:

Figure 25. Accessory Cost(s) - Accessory Structures Tab

To enter/edit accessory structures costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window (Figure 25) displays with the Accessory Structures tab.
3. Enter the estimated cost for each accessory structure listed.
4. Save your work.
5. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

To delete accessory structures costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window (Figure 25) displays.
3. Highlight the estimated cost you want to delete.
4. Press **Delete** on your keyboard, and \$0 displays in the data field.
5. Save your work.

- From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

5.4.1.2.2 Garages (Detached)

The following steps guide you through detached garage costs on the **Accessory Cost(s) - Garage (Detached)** window (Figure 26). The system calculates and displays the total cost for all garage structures. Revise the estimated costs of the garages as needed.

The screenshot shows a window titled "Development Application Processing" with a menu bar (File, View, Tools, Window, Help) and a toolbar. Below the toolbar is a sub-window titled "Cost Analysis - Replacement Cost - Accessory Cost(s) - Garages (Detached)".

Project Name: Proj/FHA Number:

Project Address:

Navigation tabs: Accessory Structures, **Garages (Detached)**, Other Structures, Recreational Facilities

Name	Area	Est. Cost
Garage	15,500	\$86,735

Total Cost:

Figure 26. Accessory Cost(s) - Garage (Detached) Tab

To enter/edit detached garage costs:

- From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
- Click , and the **Accessory Cost(s) - Accessory Structures** window displays.
- Select the Garages (Detached) tab, and the **Accessory Cost(s) - Garages (Detached)** window (Figure 26) displays.
- Enter the estimated cost for each garage listed.
- Save your work.
- From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

To delete detached garage costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window displays.
3. Select the Garages (Detached) tab, and the **Accessory Cost(s) - Garage (Detached)** window (Figure 26) displays.
4. Highlight the estimated cost you want to delete.
5. Press **Delete** on your keyboard, and \$0 displays in the data field.
6. Save your work.
7. From the **File** menu, select **C**lose, and the **Cost Analysis** window displays.

5.4.1.2.3 Other Structures

The following steps guide you through other structure costs on the **Accessory Cost(s) - Other Structures** window (Figure 27). The system calculates and displays the total cost for all Other Structures. Revise the estimated costs of the other structures as needed.

Development Application Processing

File View Tools Window Help

Cost Analysis - Replacement Cost - Accessory Cost(s) - Other Structures

Project Name: Proj/FHA Number:

Project Address:

Accessory Structures | Garages (Detached) | **Other Structures** | Recreational Facilities

Name	Area	Est. Cost
mail kiosk	150	\$8,768

Total Cost:

Figure 27. Accessory Cost(s) - Other Structures Tab

To enter/edit other structures costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window displays.
3. Select the Other Structures tab, and the **Accessory Cost(s) - Other Structures** window (Figure 27) displays.
4. Enter the estimated cost for each structure listed.
5. Save your work.
6. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

To delete other structures costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window displays.
3. Select the Other Structures tab, and the **Accessory Cost(s) - Other Structures** window (Figure 27) displays.
4. Highlight the estimated cost you want to delete.
5. Press **Delete** on your keyboard, and \$0 displays in the data field.
6. Save your work.
7. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

5.4.1.2.4 Recreational Facilities

The following steps guide you through recreational facility costs on the **Accessory Cost(s) - Recreational Facilities** window (Figure 28). The system calculates and displays the total cost for all recreational facilities. Revise the estimated costs for the recreational facilities as needed.

Project Name: Proj/FHA Number:

Project Address:

Accessory Structures | Garages (Detached) | Other Structures | **Recreational Facilities**

Name	Area	Est. Cost
tot lot	800	\$1,864
playground	1,500	\$27,892

Total Cost:

Figure 28. Accessory Cost(s) - Recreational Facilities Tab

To enter/edit recreational facilities costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window displays.
3. Select the Recreational Facilities tab, and the **Accessory Cost(s) - Recreational Facilities** window (Figure 28) displays.
4. Enter the estimated cost for each structure listed.
5. Save your work.
6. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

To delete recreational facilities costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window displays.
3. Select the Recreational Facilities tab, and the **Accessory Cost(s) - Recreational Facilities** window (Figure 28) displays.
4. Highlight the estimated cost you want to delete.
5. Press **Delete** on your keyboard, and \$0 displays in the data field.
6. Save your work.
7. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

5.4.1.3 Estimating Land Improvements

Select *Land Improvements* from the Cost Menu on the General tab to enter costs incurred while preparing a property for the proposed project. The **Land Improvements** window (Figure 29) displays two sections, the first listing the sites by Site Name, and the second listing the trade items and estimated costs. When you select a *Site Name* from the first section, the estimated costs for that site display at the bottom of the window. Revise the estimated cost of trade items for each site as needed.

These costs affect the calculation of Project Fees. See Section 5.4.1.4 for details.

Project Name: Proj/FHA Number:

Project Address:

Site Name	Street Address	City	Est. Cost
Hollins	55 E. Hollins St.	Baltimore	\$765,096

Trade Item	Est. Cost
Earth Work	\$157,502
Site Utilities	\$185,000
Roads and Walks	\$215,862
Site Improvements	\$61,492
Lawns and Planting	\$145,240
Unusual Site Conditions	

Total Cost:

Figure 29. Land Improvements Window

To enter/edit land improvements costs:

1. From the **General tab**, select the *Land Improvements* radio button from the Cost Menu.
2. Click , and the **Land Improvements** window (Figure 29) displays.
3. Select the *Site*.
4. Enter the *Est. Cost* for each trade item.

When you click a different *Est. Cost* field, the system calculates and displays the sum in the *Total Cost* field.

5. Click to save and return to the **Cost Analysis** window.

To delete land improvements costs:

1. From the General tab, select the *Land Improvements* radio button from the Cost Menu.
2. Click , and the **Land Improvements** window (Figure 29) displays.
3. Select the *Site Name*, and the corresponding land improvement costs display.
4. Highlight the estimated cost you want to delete.
5. Press **Delete** on your keyboard, and \$0 displays in the data field.
6. Click to save and return to the **Cost Analysis** window.

5.4.1.4 Estimating Project Fees

Select *Project Fees* from the Cost Menu on the General tab to enter standard fees charged against the project. The **Project Fees** window (Figure 30) lists the fees, estimated cost, and estimated cost percentage. Enter either the estimated cost or the percentage, and the system calculates and displays the one you do not complete. Revise the estimated project fees as needed.

The system automatically updates the estimated cost or estimated cost percentage, depending on which you originally entered, whenever the structure costs are revised. For example, if you enter the estimated costs and then the structure costs change, the system recalculates the estimated cost percentage based on the new values. Likewise, if you enter the estimated cost percentage, the system recalculates the estimated cost. Also, since the fee items are used in calculating other fees, the estimated cost dollar value or estimated cost percentage may change when you revise these costs. For example, changing the amount for General Requirements affects the values for Builder's Overhead and Builder's Profit.

Trade Item	Est. Cost	Est. Cost Percentage(%)
General Requirements	\$157,479	3.75
Builder's Overhead	\$87,138	2.00
Builder's Profit	\$87,138	2.00
Architect Fee (Prior to Const.)	\$175,202	3.87
Architect Fee (During Const.)	\$67,543	1.49
Other Fees	\$287,731	6.36
Bond Premium	\$31,718	.70

Total Cost: \$893,949

Figure 30. Project Fees Window

To enter/edit Project Fees:

1. From the General tab, select the *Project Fees* radio button from the Cost Menu.
2. Click , and the **Project Fees** window (Figure 30) displays.
3. Enter the *Est. Cost* or *Est. Cost Percentage* for the trade items (maximum percentage is 100).
4. Click to save and return to the **Cost Analysis** window.

To delete project fees:

1. From the General tab, select the *Project Fees* radio button from the Cost Menu.
2. Click , and the **Project Fees** window (Figure 30) displays.
3. Highlight the estimated cost you want to delete.
4. Press **Delete** on your keyboard, and \$0 displays in the data field.
5. Click to save and return to the **Cost Analysis** window.

5.4.1.5 Estimating Other Fees Breakdown

Select *Other Fees Breakdown* from the Cost Menu on the General tab to enter the estimated replacement fees for the contractor and mortgagor on the **Other Fees Breakdown** window (Figure 31). Revise the estimated other fees as needed.

Description	Est. Cost
Contractor's Other Fees	
Mortgagor's Other Fees	\$358,950

Total Cost: \$358,950

Figure 31. Other Fees Breakdown Window

To enter/edit fees:

1. From the General tab, select *Other Fees Breakdown* from the Cost Menu.
2. Click , and the **Other Fees Breakdown** window (Figure 31) displays.
3. Click the *Yes* or *No* radio button to indicate whether or not Mortgagor's Other Fees Exist.



Note: If you select *No* and enter other fees for the mortgagor, the **Validation Error** window (Figure 32) displays when you try to save. Click to close the window, and select *Yes* to indicate Mortgagor's Other Fees Exist.

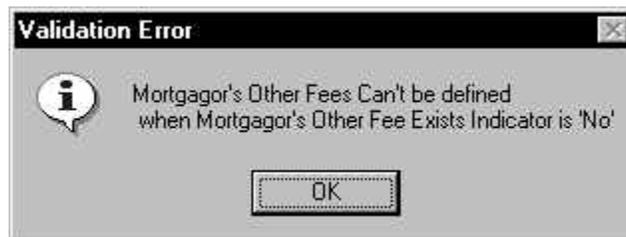


Figure 32. Other Fees Breakdown - Validation Error Window

4. Enter the fees for the contractor and, if applicable, the mortgagor.

When you click a different *Est. Cost* field, the system calculates and displays the sum in the *Total Cost* field.

5. Click to save and return to the **Cost Analysis** window.

To delete fees:

1. From the General tab, select *Other Fees Breakdown* from the Cost Menu.
2. Click , and the **Other Fees Breakdown** window (Figure 31) displays.
3. Highlight the estimate cost you want to delete.
4. Press **Delete** on your keyboard, and \$0 displays in the data field.
5. Click to save and return to the **Cost Analysis** window.

5.4.1.6 Estimating Cost Not Attributable (CNA)

Select *Cost Not Attributable (CNA)* from the Cost Menu on the General tab to enter estimated costs for property improvements on the project that are not directly attributable to a structure's dwelling units. The **Cost Not Attributable (CNA)** window (Figure 33) displays the *Description* and *Est. Cost* for each item. Revise the estimated cost of each CNA item as needed.

Description	Est. Cost
Parking	\$349,765
Garage	
Commercial	\$755,893
Special Ext. Land Improvements	\$29,347
Other	\$102,942

Total Cost: \$1,237,947

Figure 33. Cost Not Attributable (CNA) Window

To enter/edit Cost Not Attributable (CNA) costs:

1. From the General tab, select *Cost Not Attributable (CNA)* from the Cost Menu.
2. Click , and the **Cost Not Attributable (CNA)** window (Figure 33) displays.
3. Enter *Est. Cost* for each applicable CNA item.

When you click a different field, the system calculates and displays the sum in the *Total Cost* field.

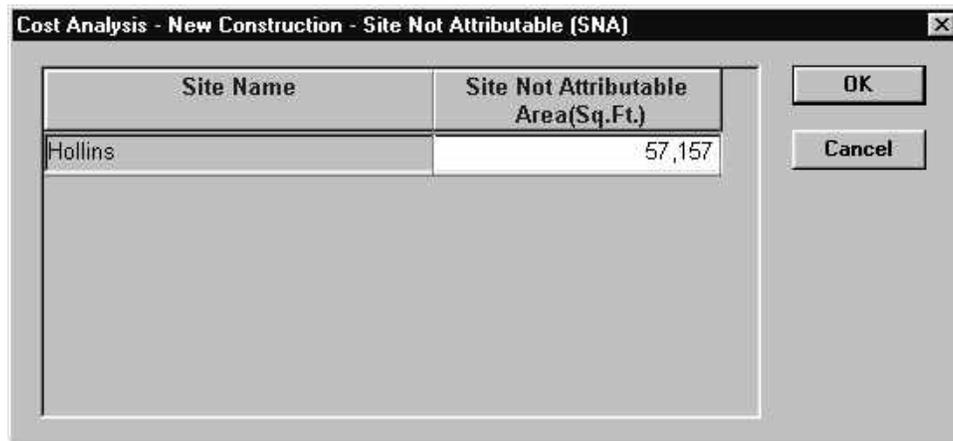
4. Click to save and return to the **Cost Analysis** window.

To delete CNA costs:

1. From the General tab, select *Cost Not Attributable (CNA)* from the Cost Menu.
2. Click , and the **Cost Not Attributable (CNA)** window (Figure 33) displays.
3. Click in the data field you want to delete.
4. Right click the mouse, and the **Edit** menu displays.
5. Select **Delete**.
6. Click to save and return to the **Cost Analysis** window.

5.4.1.7 Estimating Site Not Attributable (SNA)

Select *Site Not Attributable (SNA)* from the Cost Menu on the General tab to enter the total square footage of areas not directly attributable to improvement of a structure's dwelling units. The **Site Not Attributable (SNA)** window (Figure 34) displays the *Site Name* and the *Site Not Attributable Area (Sq. Ft.)*. Revise the estimated costs for each SNA item as needed.



Site Name	Site Not Attributable Area(Sq.Ft.)
Hollins	57,157

Figure 34. Site Not Attributable (SNA) Window

To enter/edit SNA costs:

1. From the General tab, select *Site Not Attributable (SNA)* from the Cost Menu.
2. Click , and the **Site Not Attributable (SNA)** window (Figure 34) displays.
3. Enter the square feet for each site, if applicable.
4. Click to save and return to the **Cost Analysis** window.

To delete SNA costs:

1. From the General tab, select *Site Not Attributable (SNA)* from the Cost Menu.
2. Click , and the **Site Not Attributable (SNA)** window (Figure 34) displays.
3. Click the data field you want to delete.
4. Right click the mouse, and the **Edit** menu displays.
5. Select **D**delete.
6. Click to save and return to the **Cost Analysis** window.

5.4.1.8 Estimating Offsite Costs

Select *Offsite Costs* from the Cost Menu on the General tab to enter the cost of making improvements necessary for the completion of the project to areas that serve the project but which are outside the property lines. Included are utilities, walks, curbs, gutters, streets, drainage structures, landscaping, and similar improvements but excluding extensions connecting those adjacent to the project site. The **Offsite Costs** window (Figure 35 and Figure 36) displays the cost item *Description*, *Site Name*, and *Est. Cost*. You may have only two cost item *Descriptions*. The *Total Cost* is the sum of the *Est. Cost* for all the *Site Names* for the selected cost item *Description*, i.e., if you enter ‘utilities’ as the *Description*, the *Total Cost* is the sum of the estimated costs for ‘utilities’ for all *Site Names*. Revise offsite descriptions and estimated costs as needed.

Project Name: Proj/FHA Number:

Project Address:

Description
<input type="text"/>

Site Name	Est. Cost
Hollins	<input type="text"/>

Total Cost:

Figure 35. Offsite Costs Window (1 of 2)

Project Name: Proj/FHA Number:

Project Address:

Description
utilities
landscaping

Site Name	Est. Cost
Hollins	\$15,540

Total Cost:

Figure 36. Offsite Costs Window (2 of 2)

To enter/edit offsite costs:

1. From the General tab, select *Offsite Costs* from the Cost Menu.
2. Click , and the **Offsite Costs** window (Figure 35) displays.
3. Enter the *Description*.
4. Enter the *Est. Cost* for each *Site Name* (Figure 36).
5. Click to display blank *Description* and *Est. Cost* fields as needed.
6. Enter the *Description* and *Est. Cost* for each *Site Name*.
7. Click to save and return to the **Cost Analysis** window.

To delete offsite costs:

1. From the General tab, select *Offsite Costs* from the Cost Menu.
2. Click , and the **Offsite Costs** window (Figure 35) displays.
3. Highlight the *Description*, and the corresponding offsite costs display.
4. Click in the data field you want to change.
5. Right click the mouse, and the **Edit** menu displays.
6. Select **Delete**.
7. Click to save and return to the **Cost Analysis** window.

5.4.1.9 Estimating Onsite Demolition Costs

Select *Onsite Demolition Costs* from the Cost Menu on the General tab to enter the cost of work to remove existing structures, footings, foundations, and utilities in preparation for new construction. Included is the removal and disposal of debris; fill and compaction of excavations; and recovery of salvageable material or equipment. The **Onsite Demolition Costs** window (Figure 37 and Figure 38) displays the cost item *Description*, *Site Name*, and *Est. Cost*. You may have a total of only two cost item *Descriptions*. The *Total Cost* is the sum of the *Est. Cost* for all the *Site Names* for the selected cost item *Description*, i.e., when you select ‘utilities’ as the *Description*, the *Total Cost* is the sum of the estimated costs for ‘utilities’ for all *Site Names*. Revise the onsite descriptions and estimated costs as needed.

Cost Analysis - Replacement Cost - Onsite Demolition Costs

Project Name: Proj/FHA Number:

Project Address:

Description
<input type="text"/>

Site Name	Est. Cost
Hollins	<input type="text"/>

Total Cost:

Figure 37. Onsite Demolition Costs Window (1 of 2)

Cost Analysis - Replacement Cost - Onsite Demolition Costs

Project Name: Proj/FHA Number:

Project Address:

Description
existing buildings
utilities

Site Name	Est. Cost
Hollins	\$7,500

Total Cost:

Figure 38. Onsite Demolition Costs Window (2 of 2)

To enter/edit onsite demolition costs:

1. From the General tab, select *Onsite Demolition Costs* from the Cost Menu.
2. Click , and the **Onsite Demolition Costs** window (Figure 37) displays.
3. Enter the *Description*.
4. Enter the *Est. Cost* for each *Site Name* (Figure 38).
5. Click to display blank *Description* and *Est. Cost* fields as needed.
6. Enter the *Description* and *Est. Cost* for each *Site Name*.

The system calculates and displays the *Total Cost* as you enter the estimated costs.

7. Click to save and return to the **Cost Analysis** window.

To delete onsite demolition costs:

1. From the General tab, select *Onsite Demolition Costs* from the Cost Menu.
2. Click , and the **Onsite Demolition Costs** window (Figure 37) displays.
3. Highlight the *Description*, and the corresponding onsite demolition costs display.
4. Click in the data field you want to delete.
5. Right click the mouse, and the **Edit** menu displays.
6. Select **D**delete.
7. Click to save and return to the **Cost Analysis** window.

5.4.1.10 Estimating 2328 Structure Costs

Select *2328 Structure Costs* from the Cost Menu on the General tab to enter the building contractor's cost estimates for replacing the structures in a project. The **2328 Structure Costs** window (Figure 39) displays two sections. The top section, entered in A&E and view-only, shows each structure type on a property, the number of buildings within the structure type, gross floor area, and the number of units. The data you enter determines the total cost estimate of the buildings. The bottom section is where you enter the estimated costs of the listed trade items. Revise the estimated costs for each trade item as needed.

Structure Type	No. of Buildings	Gross Floor Area	No. of Units	Est. Cost
2 - 5 sty. Elev.	2	75,000	42	\$4,828,519

Trade Item	Est. Cost	Trade Description
Concrete	\$762,314	foundation, slabs
Masonry		
Metals	\$56,850	screen enclosures
Rough Carpentry	\$1,636,315	trusses, lumber, framing
Finish Carpentry	\$2,205,540	trim and hardware

Total Cost: \$4,828,519

OK Cancel

Figure 39. 2328 Structure Costs Window

To enter/edit 2328 structure costs:

1. From the General tab, select *2328 Structure Costs* from the Cost Menu.
2. Click , and the **2328 Structure Costs** window (Figure 39) displays.
3. Select the *Structure Type*, and the corresponding trade items display for that structure type.
4. Enter the *Est. Cost* and *Trade Description* for each applicable trade item.
The system calculates and displays the *Total Cost* as you enter the estimated costs.
5. Click to save and return to the **Cost Analysis** window.

To delete 2328 structure costs:

1. From the General tab, select 2328 Structure Costs from the Cost Menu.
2. Click , and the **2328 Structure Costs** window (Figure 39) displays.
3. Select the *Structure Type*, and the corresponding trade items display for that structure type.
4. Select the data field you want to delete.
5. Right click the mouse, and the **Edit** menu displays.
6. Select **D**delete.
7. Click to save and return to the **Cost Analysis** window.

5.4.1.11 Estimating 2328 Project Costs

Select *2328 Project Costs* from the Cost Menu on the General tab to enter and edit the contractor's estimated costs associated with the project. The **2328 Project Costs** window (Figure 40) displays the trade item, estimated cost, and cost description. Revise the estimated costs of the trade items as needed.

Trade Item	Est. Cost	Cost Description
Accessory Structures	\$115,000	
Earth Work	\$145,000	clearing, grading, erosion control
Site Utilities	\$195,000	storm, sanitary, water, underdrain
Roads and Walks	\$241,020	paving, curbs, sidewalks, driveways
Site Improvements	\$59,682	pools, fountains, decks, walls
Lawns and Planting	\$137,546	irrigation, planting
Unusual Site Conditions		

Total Cost: \$1,755,461

Figure 40. 2328 Project Costs Window

To enter/edit 2328 project costs:

1. From the General tab, select *2328 Project Costs* from the Cost Menu.
2. Click , and the **2328 Project Costs** window (Figure 40) displays.
3. Enter the *Est. Cost* and *Cost Description* for each trade item.

The system calculates and displays the *Total Cost* as you enter the estimated costs.

4. Click to save and return to the **Cost Analysis** window.

To delete 2328 project costs:

1. From the General tab, select *2328 Project Costs* from the Cost Menu.
2. Click , and the **2328 Project Costs** window (Figure 40) displays.
3. Click the data field you want to delete.
4. Right click the mouse, and the **Edit** menu displays.
5. Select **Delete**.
6. Click to save and return to the **Cost Analysis** window.

5.4.2 Processing a 220, 221d3, or 221d4 Rehab Project

The **Cost Analysis** window General tab (Figure 41) is divided into two sections, Cost Analysis Type(s) and Cost Menu. The Rehabilitation Cost analysis involves the hard costs for rehabilitating the project's structures.

Select the Cost Menu radio buttons in any order to process the cost analysis. The following sections describe the analysis tasks in the order each radio button displays on the General tab.



Note: From this point, the **Cost Analysis** window General tab will be referred to as the **General tab**.

Figure 41. Cost Analysis Window - General Tab - Rehab Cost Analysis Type

5.4.2.1 Estimating Structure Cost(s)

Select *Structure Cost(s)* from the Cost Menu on the General tab to enter the estimated cost to rehabilitating the structures or dwellings in the project. The **Structure Cost(s)** window (Figure 42) displays two sections. The top section, which is view-only, shows the structure types on the property, as defined by the A&E Analyst, and the total cost estimate of all dwellings for each structure type. When you select a structure type, the bottom section displays the related structure type dwells and the cost estimate of each dwelling.

The detail window for each structure enables you to enter the estimated costs for the trade items. If there are several dwellings with the same structure type, you may enter the estimated costs for one structure and copy the costs to the other structures. You can then revise the structure costs for the other structures. These costs affect the calculation of Project Fees. See Section 5.4.2.4 for details.

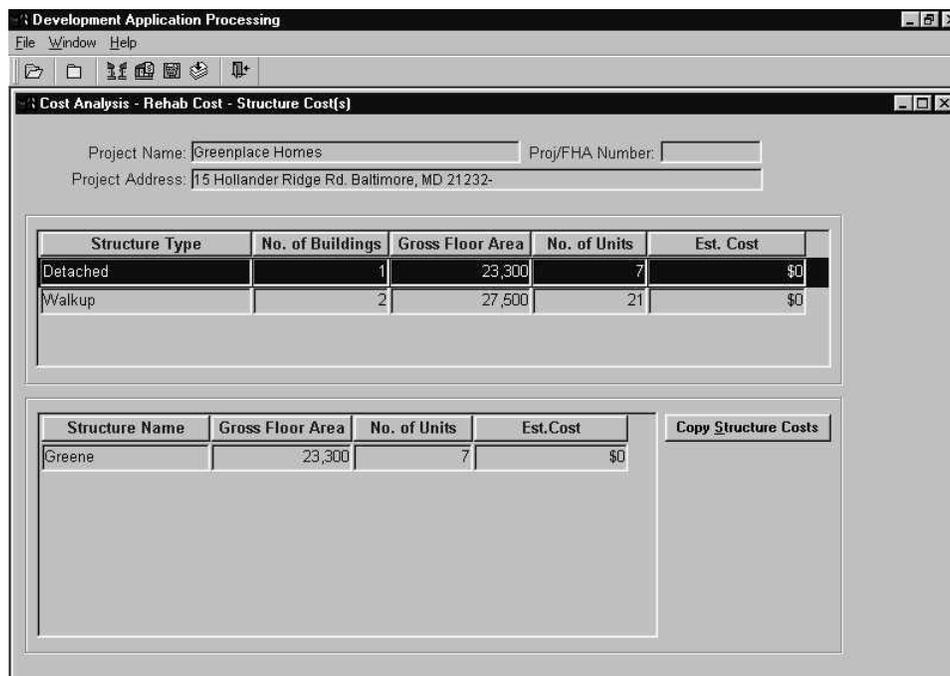


Figure 42. Structure Cost(s) Window

To enter structure costs:

1. From the General tab, select the *Structure Cost(s)* radio button from the Cost Menu.
2. Click , and the **Structure Cost(s)** window (Figure 42) displays.
3. Highlight a *Structure Type*.
4. Highlight a *Structure Name*.
5. From the **File** menu, select **O**pen, and the **Structure Costs** window (Figure 43) displays.

Trade Item	Est. Cost
Concrete	\$7,582
Masonry	
Metals	\$18,079
Rough Carpentry	\$192,611
Finish Carpentry	\$41,211
Waterproofing	
Insulation	\$15,427
Roofing	\$24,148
Sheet Metal	
Doors	\$29,456
Windows	\$25,056
Glass	\$11,023
Total Cost:	
	\$405,797

Figure 43. Structure Costs Window

6. Enter the estimated cost for the appropriate trade item(s). The system displays the sum of each cost item in the *Total Cost* field.
7. Click to save and return to the **Structure Cost(s)** window. The *Total Cost* for the structure displays in the bottom section. The top section displays the grand total for all structures on the property.
8. Repeat Steps 3-7 as needed or copy the structure costs (see Section 8.3.1.1.1) to enter the Structure Costs for all structures on the property.
9. From the **File** menu, select **C**lose, and the **Cost Analysis** window displays.

To delete structure costs:

1. From the General tab, select the *Structure Cost(s)* radio button from the Cost Menu.
2. Click , and the **Structure Cost(s)** window (Figure 42) displays.
3. Highlight a *Structure Type*.
4. Highlight the *Structure Name*.

5. From the **File** menu, select **Open**, and the **Structure Cost(s)** window (Figure 43) displays.
6. Highlight the data you want to delete.
7. Press **Delete** on your keyboard, and \$0 displays.
8. Click to save and return to the **Structure Cost(s)** window.
9. From the **File** menu, select **Close**, and the **Cost Analysis** window displays.

5.4.2.1.1 Copying Structure Costs

On the bottom right of the **Structure Cost(s)** window (Figure 44), you see: . This button enables you to copy estimated costs from one structure to other structure(s) in the project, provided the structure type is the same. You can then revise the copied structure costs as necessary.

For example, the project in Figure 44 has two types of structures: detached and walk-up. The walk-up has two structures of different sizes, Carroll and Key. After entering the data for Carroll, copy the data to Key using the copy feature. Since the structures are similar, but not identical, the system accounts for the differences in estimating the cost. Revise the data for the individual structures as needed.

To copy structure costs:

1. From the General tab, select the *Structure Cost(s)* radio button from the Cost Menu.
2. Click , and the **Structure Cost(s)** window (Figure 44) displays.

The screenshot shows the 'Structure Cost(s)' window with the following data:

Project Name: Greenplace Homes Proj/FHA Number: []
 Project Address: 115 Hollander Ridge Rd. Baltimore, MD 21232-

Structure Type	No. of Buildings	Gross Floor Area	No. of Units	Est. Cost
Detached	1	23,300	7	\$405,797
Walkup	2	27,500	21	\$171,898

Structure Name	Gross Floor Area	No. of Units	Est. Cost
Adams	13,300	10	\$171,898
White	14,200	11	\$0

Figure 44. Structure Cost(s) Window

3. Highlight a *Structure Type*.

- Highlight the *Structure Name*. This is the structure for which you entered cost estimates already. In the example in Figure 44, this is Carroll.



Note: *If you do not select a Structure Name, the system uses the first one listed. If the Est. Cost is zero (\$0), the system copies that amount but does not display the new amount until you close and re-open the **Structure Cost(s)** window.*

- Click and the **Copy Structure Costs** window (Figure 45) displays Key.

Structure Name	Gross Floor Area	No. of Units
<input checked="" type="checkbox"/> White	14,200	11

Figure 45. Copy Structure Costs Window

- Select the checkbox next to the structures where you want the data copied, and a check mark (✓) displays.
- Click , and the **Structure Cost(s)** window (Figure 46) displays.

The system calculates and displays the new total *Est. Cost* by structure type and structure name. Revise the data of the copied structure as needed.

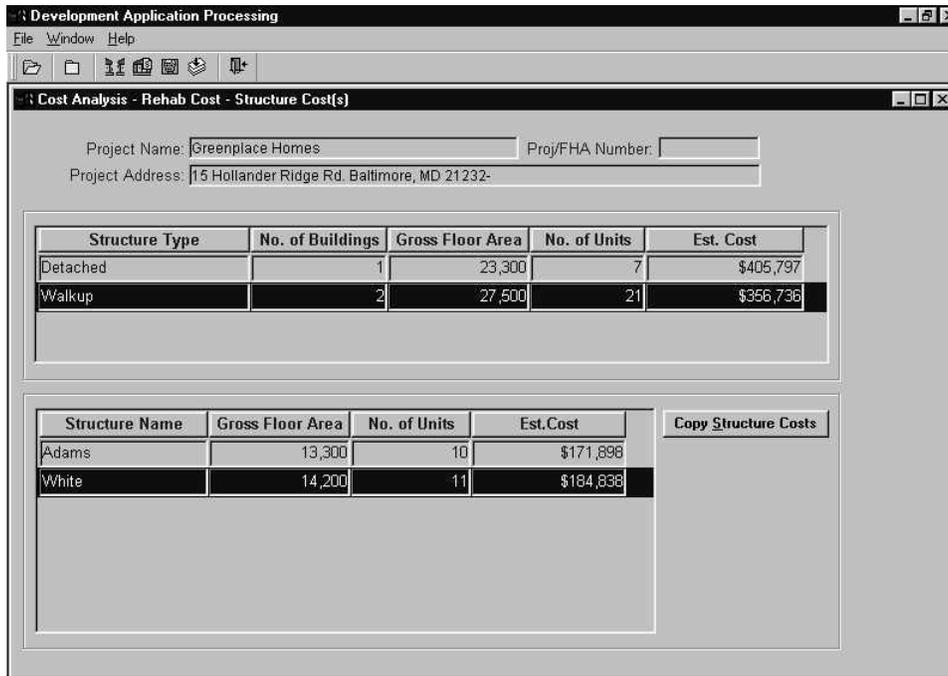


Figure 46. Structure Cost(s) - Copied Structure Estimated Cost

- From the **F**ile menu, select **C**lose, and the **C**ost Analysis window displays.

5.4.2.2 Estimating Accessory Costs

Select *Accessory Costs* from the Cost Menu on the General tab to enter the name, area, and estimated cost for each accessory, as defined by the A&E Analyst, associated with the property. These costs affect the calculation of Project Fees. See Section 5.4.2.4 for details.

Table 3 lists the four accessory cost(s) tabs and the section that provides steps to complete.

Table 3. Accessory Cost(s) -SubRehab

Tab	Examples	Refer to Section
Accessory Structures	Clubhouse/Leasing Laundry Office	5.4.2.2.1
Garages (Detached)	Garages/Storage	5.4.2.2.2
Other Structures	Carports Storage Covered Carports Rental Office Community Room Mail Kiosk	5.4.2.2.3
Recreational Facilities	Swimming Pool & Deck/Spa Volleyball Court Community Center Play Area/Playground/Tot Lot Recreational Bldg	5.4.2.2.4

5.4.2.2.1 Accessory Structures

The following steps guide you through the Accessory Structures tab on the **Accessory Cost(s) - Accessory Structures** window (Figure 47). The system calculates and displays the total cost for all Accessory Structures. Revise the estimated costs as needed.

Name	Area	Est. Cost
office	932	\$12,500

Total Cost: \$0

Figure 47. Accessory Cost(s) - Accessory Structures Tab

To enter/edit accessory structures costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window (Figure 47) displays with the Accessory Structures tab.
3. Enter the estimated cost for each accessory structure listed.
4. Save your work.
5. From the **File** menu, select **C**lose, and the **Cost Analysis** window displays.

To delete accessory structures costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window (Figure 47) displays.
3. Highlight the estimate cost you want to delete.
4. Press **Delete** on your keyboard, and \$0 displays in the data field.
5. Save your work.
6. From the **File** menu, select **C**lose, and the **Cost Analysis** window displays.

5.4.2.2.2 Garages (Detached)

The following steps guide you through detached garage costs on the **Accessory Cost(s) - Garages (Detached)** window (Figure 48). The system calculates and displays the total cost for all garage structures. Revise estimated costs for the garages as needed.

Development Application Processing

File View Tools Window Help

Cost Analysis - Rehab Cost - Accessory Cost(s) - Garages (Detached)

Project Name: Proj/FHA Number:

Project Address:

Accessory Structures **Garages (Detached)** Other Structures Recreational Facilities

Name	Area	Est. Cost
garage	1,120	\$15,000

Total Cost:

Figure 48. Accessory Cost(s) - Garage (Detached) Tab

To enter/edit detached garage costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window (Figure 47) displays.
3. Select the Garages (Detached) tab, and the **Accessory Cost(s) - Garages (Detached)** window (Figure 48) displays.
4. Enter the estimated cost for each garage listed.
5. Save your work.
6. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

To delete detached garage costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window (Figure 47) displays.
3. Select the Garages (Detached) tab, and the **Accessory Cost(s) - Garages (Detached)** window (Figure 48) displays.
4. Highlight the estimated cost you want to delete.
5. Press **Delete** on your keyboard, and \$0 displays in the data field.
6. Save your work.
7. From the **File** menu, select **Close**, and the **Cost Analysis** window displays.

5.4.2.2.3 Other Structures

The following steps guide you through other structure costs on the **Accessory Cost(s) - Other Structures** window (Figure 49). The system calculates and displays the total cost for all structures. Revise the estimated costs for the other structures as needed.

Development Application Processing

File View Tools Window Help

Cost Analysis - Rehab Cost - Accessory Cost(s) - Other Structures

Project Name: Proj/FHA Number:

Project Address:

Accessory Structures | Garages (Detached) | **Other Structures** | Recreational Facilities

Name	Area	Est. Cost
Maint'nce storage	1,000	\$5,600
Mail kiosk	525	\$1,200

Total Cost:

Figure 49. Accessory Cost(s) - Other Structures Tab

To enter/edit other structures costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window (Figure 47) displays.
3. Select the Other Structures tab, and the **Accessory Cost(s) - Other Structures** window

(Figure 49) displays.

4. Enter the estimated cost for each structure listed.
5. Save your work.
6. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

To delete other structures costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window (Figure 47) displays.
3. Select the Other Structures tab, and the **Accessory Cost(s) - Other Structures** window (Figure 49) displays.
4. Highlight the estimated cost you want to delete.
5. Press **Delete** on your keyboard, and \$0 displays in the data field.
6. Save your work.
7. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

5.4.2.2.4 Recreational Facilities

The following steps guide you through recreational facility costs on the **Accessory Cost(s) - Recreational Facilities** window (Figure 50). The system calculates and displays the total cost for all recreational facilities. Revise the estimated costs of the recreational facilities as needed.

Development Application Processing

File View Tools Window Help

Cost Analysis - Rehab Cost - Accessory Cost(s) - Recreational Facilities

Project Name: Proj/FHA Number:

Project Address:

Accessory Structures Garages (Detached) Other Structures **Recreational Facilities**

Name	Area	Est. Cost
playground	1,220	\$4,750

Total Cost:

Figure 50. Accessory Cost(s) - Recreational Facilities Tab

To enter/edit recreational facilities costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window (Figure 47) displays.
3. Select the Recreational Facilities tab, and the **Accessory Cost(s) - Recreational Facilities** window (Figure 50) displays.
4. Enter the estimated cost for each structure listed.
5. Save your work.
6. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

To delete recreational facilities costs:

1. From the General tab, select the *Accessory Cost(s)* radio button from the Cost Menu.
2. Click , and the **Accessory Cost(s) - Accessory Structures** window (Figure 47) displays.
3. Select the Recreational Facilities tab, and the **Accessory Cost(s) - Recreational**

Facilities window (Figure 50) displays.

4. Highlight the estimated cost you want to delete.
5. Press **Delete** on your keyboard, and \$0 displays in the data field.
6. Save your work.
7. From the **F**ile menu, select **C**lose, and the **Cost Analysis** window displays.

5.4.2.3 Estimating Land Improvements

Select *Land Improvements* from the Cost Menu on the General tab to enter costs incurred while preparing the site for the proposed project. The **Land Improvements** window (Figure 51) displays two sections, the first listing the sites by Site Name, and the second listing the trade items and estimated costs. When you select a *Site Name* from the first section, the estimated costs for that site display at the bottom of the window. Revise the estimated cost of trade items for each site as needed.

These costs affect the calculation of Project Fees. See Section 5.4.2.4 for details.

Site Name	Street Address	City	Est. Cost
Murphy	15 Hollander Ridge Rd.	Baltimore	\$32,550

Trade Item	Est. Cost
Earth Work	\$1,800
Site Utilities	\$12,250
Roads and Walks	\$18,500
Site Improvements	\$0
Lawns and Planting	\$0
Unusual Site Conditions	

Total Cost: \$32,550

Figure 51. Land Improvements Window

To enter/edit land improvements costs:

1. From the General tab, select the *Land Improvements* radio button from the Cost Menu.
2. Click , and the **Land Improvements** window (Figure 51) displays.
3. Select the *Site Name*.
4. Enter the estimated cost for the appropriate trade item(s). The system displays the sum of each cost item in the *Total Cost* field.
5. Click to save and return to the **Cost Analysis** window.

To delete land improvements costs:

1. From the General tab, select the *Land Improvements* radio button from the Cost Menu.
2. Click , and the **Land Improvements** window (Figure 51) displays.
3. Select the *Site Name*, and the corresponding trade items display.
4. Highlight the estimated cost you want to delete.
5. Press **Delete** on your keyboard, and \$0 displays in the data field.
6. Click to save and return to the **Cost Analysis** window.

5.4.2.4 Estimating Project Fees

Select *Project Fees* from the Cost Menu on the General tab to enter standard fees charged against the project. The **Project Fees** window (Figure 52) lists the fees, estimated cost, and estimated cost percentage. Enter either the estimated cost or the percentage, and the system calculates and displays the one you do not complete. Revise the estimated project fees as needed.

The system automatically updates the estimated cost (\$) or estimated cost percentage, depending on which you originally entered, whenever the structure costs are revised. For example, if you enter the estimated costs (\$) and then the structure costs change, the system recalculates the estimated cost percentage based on the new values. Likewise, if you enter the estimated cost percentage, the system recalculates the estimated cost (\$). Also, since the fee items are used in calculating other fees, the estimated cost dollar value or estimated cost percentage may change when you revise these costs. For example, changing the amount for General Requirements affects the values for Builder's Overhead and Builder's Profit.

Trade Item	Est. Cost	Est. Cost Percentage(%)
General Requirements	\$28,145	4.25
Builder's Overhead	\$13,808	2.00
Builder's Profit	\$0	.00
Architect Fee (Prior to Const.)	\$20,500	2.91
Architect Fee (During Const.)	\$7,195	1.02
Other Fees	\$29,787	4.23
Bond Premium	\$7,042	1.00

Total Cost: \$106,477

Figure 52. Project Fees Window

To enter/edit Project Fees:

1. From the General tab, select the *Project Fees* radio button from the Cost Menu.
2. Click , and the **Project Fees** window (Figure 52) displays.
3. Enter the *Est. Cost* or *Est. Cost Percentage* for the fee items (maximum percentage is 100).
4. Click to save and return to the **Cost Analysis** window.

To delete project fees:

1. From the General tab, select the *Project Fees* radio button from the Cost Menu.
2. Click , and the **Project Fees** window (Figure 52) displays.
3. Highlight the estimated cost you want to delete.
4. Press **Delete** on your keyboard, and \$0 displays in the data field.
5. Click to save and return to the **Cost Analysis** window.

5.4.2.5 Estimating Contingency Reserve Percentage

Select *Contingency Reserve Percentage* from the Cost Menu on the General tab to enter the percentage of contingency reserve for the project on the **Contingency Reserve Percentage** window (Figure 53). The percentage must be from zero and ten (10) inclusive. Revise the percentage as needed.

Figure 53. Contingency Reserve Percentage Window

To enter/edit contingency reserve percentage:

1. From the General tab, select the *Contingency Reserve Percentage* radio button from the Cost Menu.
2. Click , and the **Contingency Reserve Percentage** window (Figure 53) displays.
3. Enter the *Contingency Reserve Percentage*.

If you do not enter a valid percentage, a validation error message (Figure 54) displays.



Figure 54. Contingency Reserve Percentage Validation Error Window

5. Click to save and return to the **Cost Analysis** window.

Alternative Option

Click to return to the **Cost Analysis** window.

5.4.2.6 Estimating Other Fees Breakdown

Select *Other Fees Breakdown* from the Cost Menu on the General tab to enter the estimated rehabilitation fees for the contractor and mortgagor on the **Other Fees Breakdown** window (Figure 55). Revise the other fees as needed.

Description	Est. Cost
Contractor's Other Fees	
Mortgagor's Other Fees	\$59,837

Total Cost: \$59,837

Figure 55. Other Fees Breakdown Window

To enter/edit fees:

1. From the General tab, select the *Other Fees Breakdown* radio button from the Cost Menu.
2. Click , and the **Other Fees Breakdown** window (Figure 55) displays.
3. Click the *Yes* or *No* radio button to indicate whether or not Mortgagor's Other Fees Exist.
4. Enter the fees for the contractor and, if applicable, the mortgagor. The system calculates and displays the *Total Cost* as you enter the estimated costs.



Note: If you select *No* and enter other fees for the mortgagor, the **Validation Error** window (Figure 56) displays when you try to save. Click to close the window, and select *Yes* to indicate Mortgagor's Other Fees Exist.

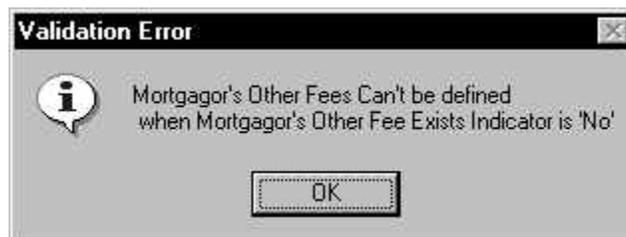


Figure 56. Other Fees Breakdown - Validation Error Window

5. Click to save and return to the **Cost Analysis** window.

To delete fees:

1. From the General tab, select the *Other Fees Breakdown* radio button from the Cost Menu.
2. Click , and the **Other Fees Breakdown** window (Figure 55) displays.
4. Highlight the estimated cost you want to delete.
5. Press **Delete** on your keyboard, and \$0 displays in the data field.
6. Click to save and return to the **Cost Analysis** window.

5.4.2.7 Estimating Offsite Costs

Select *Offsite Costs* from the Cost Menu on the General tab to enter the cost of making improvements necessary for the completion of the project to areas that serve the project but which are outside the property lines. Included are utilities, walks, curbs, gutters, streets, drainage structures, landscaping, and similar improvements but excluding extensions to connect to those adjacent to the project site. The **Offsite Costs** window (Figure 57 and Figure 58) displays the cost item *Description*, *Site Name*, and *Est. Cost*. You may have only two cost item *Descriptions*. The *Total Cost* is the sum of the *Est. Cost* for all the *Site Names* for the selected cost item *Description*, i.e., when you enter ‘Utilities’ as the *Description*, the *Total Cost* is the sum of the estimated costs for utilities for all *Site Names*. Revise offsite descriptions and estimated costs as needed.

Project Name: Proj/FHA Number:

Project Address:

Description
<input type="text"/>

Site Name	Est. Cost
Murphy	<input type="text"/>

Total Cost:

Figure 57. Offsite Costs Window (1 of 2)

Project Name: Proj/FHA Number:

Project Address:

Description
utilities
infrastructure

Site Name	Est. Cost
Murphy	\$25,000

Total Cost:

Figure 58. Offsite Costs Window (2 of 2)

To enter/edit offsite costs:

1. From the General tab, select the *Offsite Costs* radio button from the Cost Menu.
2. Click , and the **Offsite Costs** window (Figure 57) displays.
3. Enter the *Description*.
4. Enter the *Est. Cost* for each *Site Name* (Figure 58).
5. Click to display a blank *Description* and *Est. Cost* fields as needed.
6. Enter the *Description* and *Est. Cost* for each *Site Name*.
7. Click to save and return to the **Cost Analysis** window.

To delete offsite costs:

1. From the General tab, select *Offsite Costs* from the Cost Menu.
2. Click , and the **Offsite Costs** window (Figure 57) displays.
3. Highlight the *Description*, and the corresponding offsite costs display.
4. Click the data field you want to change.
5. Right click the mouse, and the **Edit** menu displays.
6. Select **Delete**.
7. Click to save and return to the **Cost Analysis** window.

5.4.2.8 Estimating Onsite Demolition Costs

Select *Onsite Demolition Costs* from the Cost Menu on the General tab to enter the cost of work to remove existing structures, footings, foundations, and utilities in preparation for new construction. Included is the removal and disposal of debris; fill and compaction of excavations; and recovery of salvageable material or equipment. The **Onsite Demolition Costs** window (Figure 59 and Figure 60) displays the cost item *Description*, *Site Name*, and *Est. Cost*. You may have only two cost item *Descriptions*. The *Total Cost* is the sum of the *Est. Cost* for all the *Site Names* for the selected cost item *Description*, i.e., when you select ‘old utility works’ as the *Description*, the *Total Cost* is the sum of the estimated costs for ‘old utility works’ for all *Site Names*. Revise the onsite descriptions and estimated costs as needed.

Cost Analysis - Rehab Cost - Onsite Demolition Costs

Project Name: Proj/FHA Number:

Project Address:

Description
<input type="text"/>

Site Name	Est. Cost
Murphy	<input type="text"/>

Total Cost:

Figure 59. Onsite Demolition Costs Window (1 of 2)

Project Name: Proj/FHA Number:

Project Address:

Description
old utility works

Site Name	Est. Cost
Murphy	\$5,000

Total Cost:

Figure 60. Onsite Demolition Costs Window (2 of 2)

To enter/edit onsite demolition costs:

1. From the General tab, select the *Onsite Demolition Costs* radio button from the Cost Menu.
2. Click , and the **Onsite Demolition Costs** window (Figure 59) displays.
3. Enter the *Description* and *Est. Cost* for each *Site Name* (Figure 60).
4. Click to display a blank *Description* and *Est. Cost* fields.
5. Enter the *Description* and *Est. Cost* for each *Site Name*, if applicable.
The system calculates and displays the *Total Cost* as you enter the estimated costs.
6. Click to save and return to the **Cost Analysis** window.

To delete onsite demolition costs:

1. From the General tab, select *Onsite Demolition Costs* from the Cost Menu.
2. Click , and the **Onsite Demolition Costs** window (Figure 59) displays.
3. Highlight the *Description*, and the corresponding onsite demolition costs display.
4. Select the data field you want to delete.
5. Right click the mouse, and the **Edit** menu displays.
6. Select **Delete**.
7. Click to save and return to the **Cost Analysis** window.

5.4.2.9 Estimating 2328 Structure Costs

Select *2328 Structure Costs* from the Cost Menu on the General tab to enter the building contractor's cost estimates for rehabilitating the structures in a project. The **2328 Structure Costs** window (Figure 61) displays two sections. The top section, which was entered by the A&E Analyst and is view-only, shows each structure type on a property, the number of buildings within the structure type, gross floor area, and the number of units. The data you enter determines the total cost estimate of the buildings. The bottom section is where you enter the estimated costs of the listed trade items. Revise the estimated costs for the trade items as needed.

Structure Type	No. of Buildings	Gross Floor Area	No. of Units	Est. Cost
Walkup	2	27,500	21	\$357,633
Detached	1	23,300	7	\$0

Trade Item	Est. Cost	Trade Description
Concrete		
Masonry	\$15,500	
Metals		
Rough Carpentry	\$133,500	
Finish Carpentry	\$25,600	

Total Cost: \$357,633

OK Cancel

Figure 61. 2328 Structure Costs Window

To enter/edit 2328 structure costs:

1. From the General tab, select the *2328 Structure Costs* radio button from the Cost Menu.
2. Click , and the **2328 Structure Costs** window (Figure 61) displays.
3. Highlight the *Structure Type*, and the corresponding trade items display for that structure type.
4. Enter the *Est. Cost* and *Trade Description* for each applicable trade item.

The system calculates and displays the *Total Cost* as you enter the estimated costs.

5. Click to save and return to the **Cost Analysis** window.

To delete 2328 structure costs:

1. From the General tab, select the *2328 Structure Costs* radio button from the Cost Menu.
2. Click , and the **2328 Structure Costs** window (Figure 61) displays.
3. Highlight the *Structure Type*, and the corresponding trade items display for that structure type.
4. Click the data field you want to delete.
5. Right click the mouse, and the **Edit** menu displays.
6. Select **D**delete.
7. Click to save and return to the **Cost Analysis** window.

5.4.2.10 Estimating 2328 Project Costs

Select *2328 Project Costs* from the Cost Menu on the General tab to enter and edit the contractor's estimated costs associated with the project. The **2328 Project Costs** window (Figure 62) displays the trade item, estimated cost, and cost description. Revise the project costs as needed.

Trade Item	Est. Cost	Cost Description
Accessory Structures	\$57,840	
Earth Work	\$13,256	clearing, grading, erosion control
Site Utilities	\$6,815	storm, sanitary, water, underdrain
Roads and Walks	\$4,851	paving, curbs, sidewalks, drivewa
Site Improvements		
Lawns and Planting		
Unusual Site Conditions		

Total Cost: \$648,587

Figure 62. 2328 Project Costs Window

To enter/edit 2328 project costs:

1. From the General tab, select the *2328 Project Costs* radio button from the Cost Menu.
2. Click , and the **2328 Project Costs** window (Figure 62) displays.
3. Enter the *Est. Cost* and *Trade Description* for each trade item.



Note: Unusual Site Conditions *do not* apply to Rehab projects.

The system calculates and displays the *Total Cost* as you enter the estimated costs.

4. Click to save and return to the **Cost Analysis** window.

To delete 2328 project costs:

1. From the General tab, select the *2328 Project Costs* radio button from the Cost Menu.
2. Click , and the **2328 Project Costs** window (Figure 62) displays.
3. Highlight the data field you want to delete.
4. Right click the mouse, and the **Edit** menu displays.
5. Select **D**delete.
6. Click to save and return to the **Cost Analysis** window.

5.4.2.11 Estimating Rehab Costs Not Attributable to Residential Use

Select *Rehab Cost Not Attributable to Residential Use* from the Cost Menu on the General tab to determine the percentage of project's gross square footage that is not attributable to residential use, such as community rooms and buildings, swimming pools, picnic areas, and gazebos. The **Rehab Cost Not Attributable to Residential Use** window (Figure 63) displays fields to enter the dollar values and square footage not attributable.

Cost Analysis - Rehab Cost - Rehab Cost Not Attributable -to residential use

Project Name: Proj/FHA Number:

Project Address:

1. Total Rehab Cost
(Without fees-Lines G 36c + G 41)

2. Rehab Cost Not Attributable
(Dollar Amounts without fees)

3. Ratio of Not Attributable
Project Not Attributable Square Feet
 sq. ft. divided by Total

Project Gross Square Feet sq. ft. %

OK
Cancel

Figure 63. Not Attributable to Residential Use Window

To enter/edit data:

1. From the General tab, select the *Rehab Costs Not Attributable to Residential Use* radio button from the Cost Menu.
2. Click , and the **Rehab Cost Not Attributable to Residential Use** window displays (Figure 63).
3. Enter *Rehab Cost Not Attributable* (dollar amount) and *Project Not Attributable Square Feet*.

When you click a different entry field, the system calculates and displays the *sq. ft. %*.



Note: If you first enter a value in Rehab Cost Not Attributable, you must enter a value in Project Not Attributable Square Feet. If you first enter a value in Project Not Attributable Square Feet, you do not have to enter a value in Rehab Cost Not Attributable.

If *sq. ft. %* exceeds 100, the **Validation** window (Figure 64) displays. Re-enter a percentage that does not exceed 100.

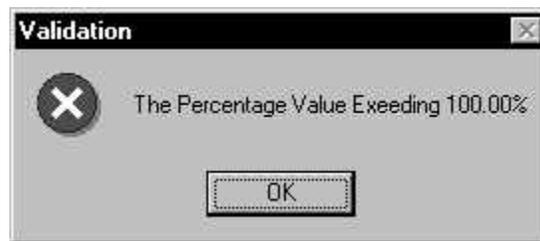


Figure 64. Rehab Cost Not Attributable Validation Error Window

4. Click to close the window, and the **Cost Analysis** window displays.

5.4.3 Processing a 223f Acquisition/Purchase or Refinance Project

The **Cost Analysis** window General tab (Figure 65) is divided into two sections, Cost Analysis Type(s) and Cost Menu.

Select the Cost Menu radio buttons in any order to process the cost analysis. The following sections describe the analysis tasks in the order each radio button displays on the General tab.

 **Note:** From this point, the **Cost Analysis** window General tab will be referred to as the **General tab**.

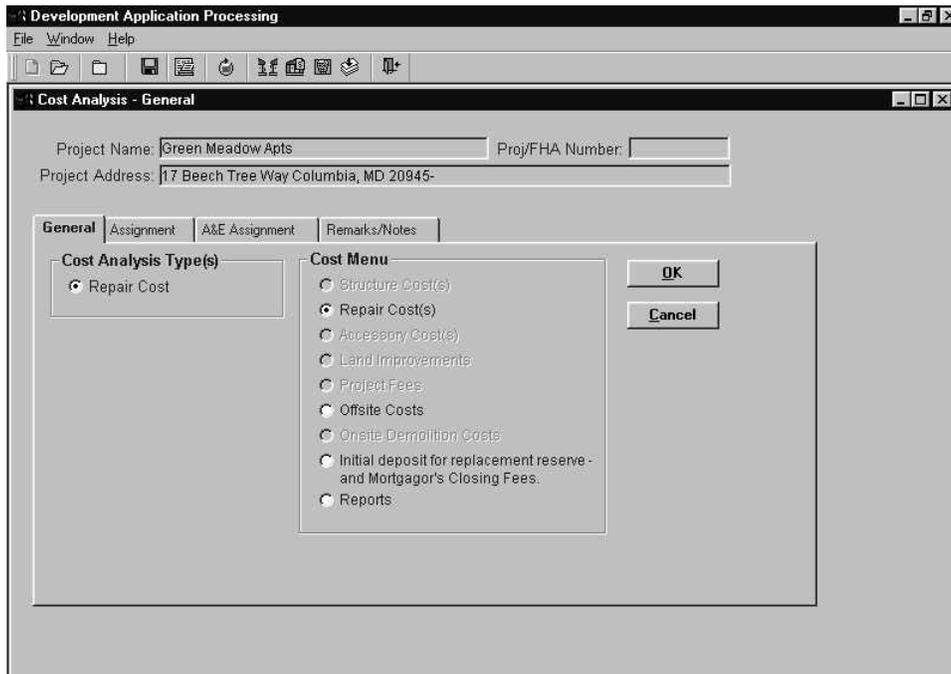


Figure 65. General Window for Acquisition/Refinance (223f) Application

5.4.3.1 Estimating Repair Costs

The **Repair Cost(s)** window (Figure 66) displays two sections. The top section, which is view-only, displays the project information by *Site Name*, found at the top of the window. Repair items are listed at the bottom of the window. When you enter the estimated cost of the repair item, the **Critical/Non-Critical Indicator** becomes mandatory. You must indicate whether the repair is critical or non-critical. You may also indicate whether or not the repair has been completed at the time of your analysis. The Mortgage Credit examiner will review and update this data.

Revise the repair costs as well as add other repair items as needed.

Cost Analysis - Repair Cost - Repair Cost(s)

Project Name: Green Meadow Apts Proj/FHA Number:

Project Address: 17 Beech Tree Way Columbia, MD 20945-

Site Name	Structure Type	Structure Name	Gross Floor Area	No of Units
Green Meadow One	Walkup	Building 1	14,203	15
	Walkup	Building 11	14,203	15

Repair Item	Est. Cost	Critical/Non-Critical Indicator	Complete/Incomplete Indicator
Exterior Walls and Foundations	\$185,456	Critical	Incomplete
Roofs, flashing, vents	\$21,302	Critical	Incomplete
Gutters, downspouts, splashblocks	\$1,450	Critical	Complete
Interior carpentry - rough	\$356,469	Critical	Incomplete
Interior carpentry - finish	\$6,549	Non-Critical	Incomplete
Insulation			

Total Cost: \$551,226

Buttons: OK, Cancel, Add Other

Figure 66. Repair Cost(s) Window

To enter/edit repair costs:

1. From the General tab, select the *Repair Cost(s)* radio button from the Cost Menu.
2. Click , and the **Repair Cost(s)** window displays.
3. Highlight a *Site Name*, and the repair costs for the site display.
4. Enter the *Est. Cost* and select the *Critical/Non-Critical Indicator* and *Complete/Incomplete Indicator* from the drop-down lists for each applicable repair item. The system calculates and displays the *Total Cost* as you enter the estimated costs.
5. Click to itemize the *Other* repair item(s). The **Repair Cost(s) Other** window (Figure 67) displays.

Repair Item	Est. Cost	Critical/Non-Critical Indicator	Complete/Incomplete Indicator
deck	\$1,299	Non-Critical	Incomplete

Total Cost: \$1,299

Figure 67. Repair Cost(s) Other Window

- Click , and enter the repair item information, estimated cost, *Critical/Non-Critical Indicator*, and *Complete/Incomplete Indicator*.
- Click to save and return to the **Repair Cost(s)** window.

Alternative Option

Click to insert more repair items.

- To view the total of the “Other” repair items, scroll to the bottom of the **Other Repair Cost(s)** window.

Est. Cost represents the total of all other repair items entered on the **Repair Cost(s) - Other** window. The *Critical/Non-Critical Indicator* and *Complete/Incomplete Indicator* information can only be viewed on the **Repair Cost(s) - Other** window.

- Click to save and return to the Cost Analysis window.

To delete repair item costs:

- From the **Repair Cost(s)** window, highlight the *Est. Cost* data you want to delete.
- Right click the mouse, and the **Edit** menu displays.
- Select **D**delete.
- Click to save and return to the **Cost Analysis** window.

To delete other repair items:

1. From the **Repair Cost(s)** window, click . The **Repair Cost(s) - Other** window (Figure 67) displays the list of *Other* repair items.
2. Highlight the data you want to delete.
3. Right click the mouse, and the **Edit** menu displays.
4. Select **D**delete.
5. Click to save and return to the **Repair Cost(s)** window.
6. Click to return to the **Cost Analysis** window.

5.4.3.2 Estimating Offsite Costs

Select *Offsite Costs* from the Cost Menu on the General tab to enter the cost of making improvements necessary for the completion of the project to areas that serve the project but which are outside the property lines. Included are utilities, walks, curbs, gutters, streets, drainage structures, landscaping, and similar improvements but excluding extensions to connect to those adjacent to the project site. The **Offsite Costs** window (Figure 68 and Figure 69) displays the cost item *Description*, *Site Name*, and *Est. Cost*. You may have only two cost item *Descriptions*. The *Total Cost* is the sum of the *Est. Cost* for all the *Site Names* for the selected cost item *Description*, i.e., when you enter 'Utilities' as the *Description*, the *Total Cost* is the sum of the estimated costs for utilities for all *Site Names*. Revise offsite descriptions and estimated costs as needed.

Cost Analysis - Repair Cost - Offsite Costs

Project Name: Green Meadow Apts Proj/FHA Number:

Project Address: 17 Beech Tree Way Columbia, MD 20945-

Description	Add Description
<input type="text"/>	

Site Name	Est. Cost
Green Meadow One	<input type="text"/>

Total Cost: \$0

OK Cancel

Figure 68. Offsite Costs Window (1 of 2)

Project Name: Green Meadow Apts Proj/FHA Number:

Project Address: 17 Beech Tree Way Columbia, MD 20945-

Description
utilities
infrastructure

Add Description

Site Name	Est. Cost
Green Meadow One	\$16,500

Total Cost: \$16,500

OK Cancel

Figure 69. Offsite Costs Window (2 of 2)

To enter/edit offsite costs:

1. From the General tab, select *Offsite Cost(s)* from the Cost Menu.
2. Click , and the **Offsite Costs** window (Figure 68) displays.
3. Enter the *Description*.
4. Enter the *Est. Cost* for each *Site Name* (Figure 69).
5. Click to display a blank *Description* and *Est. Cost* fields.
6. Enter the *Description* and *Est. Cost*.
7. Click to save and return to the **Cost Analysis** window.

To delete offsite costs:

1. From the General tab, select *Offsite Cost(s)* from the Cost Menu.
2. Click , and the **Offsite Costs** (Figure 68) window displays.
3. Select the *Description*, and the corresponding offsite cost displays.
4. Highlight the data field you want to change.
5. Right click the mouse, and the **Edit** menu displays.
6. Select **Delete**.
7. Click to save and return to the **Cost Analysis** window.

5.4.3.3 Estimating Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees

Select *Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees* from the Cost Menu on the General tab to enter the initial deposit amount for replacement reserve and estimated costs for the mortgagor's closing fees. The **Mortgagor's Closing Fees** window (Figure 70) displays the description and estimated cost for each fee. The system calculates and displays the *Total Cost* as you enter the estimated costs. Revise the initial deposit and estimated costs as needed.

The FHA fees are calculated in the Mortgage Credit subsystem.

Cost Analysis - Repair Cost - Mortgagor's Closing Fees

Project Name: Proj/FHA Number:

Project Address:

Initial Deposit for Replacement Reserve :

Mortgagor's Closing Fees :

Description	Est Cost
Architect's Fees	<input type="text"/>
Engineering Fees	<input type="text"/>
Surveyor's Fees	<input type="text" value="\$3,000"/>
Needs Assessment Fees	<input type="text" value="\$7,520"/>

Total Cost:

Buttons: OK, Cancel, Add Other

Figure 70. Mortgagor's Closing Fees

To enter/edit data:

1. From the General tab, select *Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees* from the Cost Menu.
2. Click , and the **Mortgagor's Closing Fees** window (Figure 70) displays.
3. Enter the *Initial Deposit for Replacement Reserve*.
4. Enter the *Est. Cost* for each fee listed. The system calculates and displays the *Total Cost* as you enter the estimated costs.
5. Click to display a blank *Description* and *Est. Cost* fields as needed.
6. Enter the *Description* and *Est. Cost*.
7. Click to save and return to the **Cost Analysis** window.

To delete data:

1. From the General tab, select *Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees* from the Cost Menu.
2. Click , and the **Mortgagor's Closing Fees** (Figure 70) window displays.
3. Highlight the estimated cost you want to delete.
4. Press **Delete** on your keyboard.
5. Click to save your work, and the **Cost Analysis** window displays.

5.4.4 Assignment Tab

The Assignment tab (Figure 71) displays information about the assignment you are processing including your name as the Cost Analyst responsible for processing the assignment. Add comments as needed. The system automatically records the *Start* date when you begin processing (see Section 5.3.1). After you finish entering all cost estimate data, return to this tab to close the assignment (see Section 5.5).

If you need to revise data in a closed assignment, have your Tracking person create a new version of your closed assignment.

The screenshot shows a software window titled "Development Application Processing" with a menu bar (File, Window, Help) and a toolbar. Below the toolbar is a sub-window titled "Cost Analysis - Assignment".

At the top of the sub-window, there are two rows of text boxes:

- Project Name: Green Meadow Apts
- Proj/FHA Number: [empty]
- Project Address: 17 Beech Tree Way Columbia, MD 20945-

Below this is a tabbed interface with four tabs: "General", "Assignment" (selected), "A&E Assignment", and "Remarks/Notes".

The "Assignment" tab contains a larger form with the following fields:

- Reason: New Processing
- Discipline: Cost Analysis
- Field Office: [empty]
- Version #: 1
- Notes...: [empty]
- Dates section:
 - Assigned: 12/15/2003
 - Start: 12/17/2003
 - Target: 00/00/0000
 - Date Assgmt Closed: 00/00/0000
- Responsible Staff Member section:
 - Staff Name: John M Smith
 - Official:

Figure 71. Cost Analysis Assignment Window - Assignment Tab

To enter assignment notes:

1. From the **Cost Analysis** window, select the Assignment tab (Figure 71).

- Click , and the **Notes** window (Figure 72) displays.



Figure 72. Assignment Tab - Notes Window

- Enter your comments.
- Click to close the window and save your work.

To enter assignment closed date:

See Section 5.5, Closing the Cost Assignment, for information and the procedure for closing an assignment.

5.4.5 Remarks/Notes Tab

Before entering the cost estimate data, record the estimated date construction is to begin and the number of months until construction is complete on the Remarks/Notes tab (Figure 73).

When you finish entering all the cost estimate data, you must accept or not accept the contractor's cost estimates. These estimates were entered on the **2328 Structure Costs** and **2328 Project Costs** windows. You may enter general notes and special conditions. The special condition note prints on the Mortgage Credit Commitment (HUD 92436).

After the assignment is completed and closed, you may only view information on the Remarks/Notes tab.

Development Application Processing

File Window Help

Cost Analysis - Remarks/Notes

Project Name: Greenplace Homes Proj/FHA Number: []

Project Address: 15 Hollander Ridge Rd. Baltimore, MD 21232-

General Assignment A&E Assignment Remarks/Notes

Remarks

Est. Construction Start Date: 09/15/2004

Months To Completion: 9

Accept Contractor's Estimate

Accepted Not Acceptable

Notes

Special Conditions

Ready 1-12-04 16:40:55

Figure 73. Remarks/Notes Tab

To accept the contractor's estimate:

1. From the Remarks/Notes tab, click the *Accepted* radio button.

-OR-

Choose the default selection, *Not Acceptable*.

2. Save your work.

To enter a general note:

1. From the Remarks/Notes tab, select the **F**ile menu and **N**ew. The **Notes** window (Figure 74) displays.

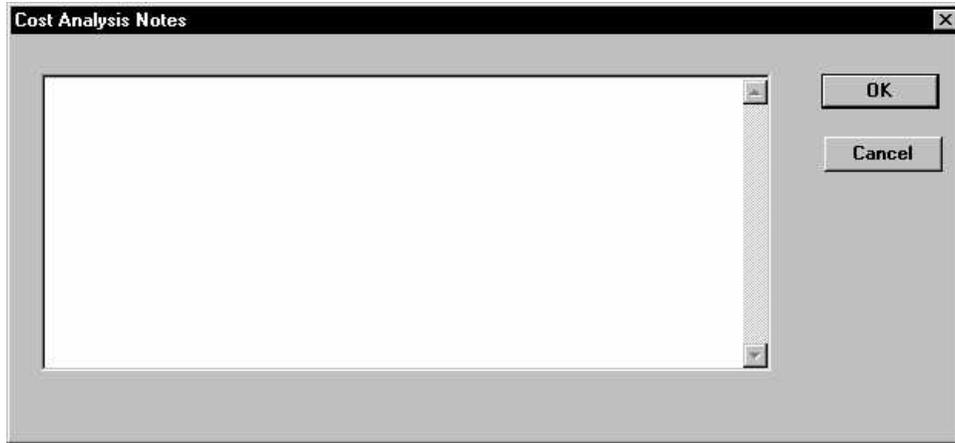


Figure 74. Notes Window

2. Enter your notes.
3. Click to save and return to the Remarks/Notes tab.

The beginning of the note displays in the Notes text box.

To edit a general note:

1. From the Remarks/Notes tab, select a note entry.
2. From the **F**ile menu, select **O**pen, and the **Notes** window displays.
3. Enter your changes.

If you overwrite text by mistake, click , and repeat steps 1 through 3.

4. Click to save and return to the Remarks/Notes tab.

To delete a general note:

1. Select the note.
2. Right click the note, and the **Edit** menu displays.
3. Select **D**delete, and the Confirm Delete message displays.
4. Click to delete the note, and the General tab on the **Cost Analysis** window displays.
5. Repeat steps 1 through 4 to delete additional notes.
6. Save your work.

To restore deleted notes:

Note: *You can only restore a deleted note prior to clicking save.*

1. From the Remarks/Notes tab, right click inside the Notes list box, and the **Edit** menu displays.
2. Click **R**estore, and the **Restore** window displays.
3. Click one entry to select it, or click to select all notes.
If you make two different selections, you can click to flip between the two different selections.
4. Click , and the restored note(s) displays in the Notes list box on the Remarks/Notes tab.
5. Save your work.

To enter a special condition note:

1. From the **Remarks/Notes** window, select **Special Conditions**, and the **Special Condition Notes** window (Figure 75) displays.

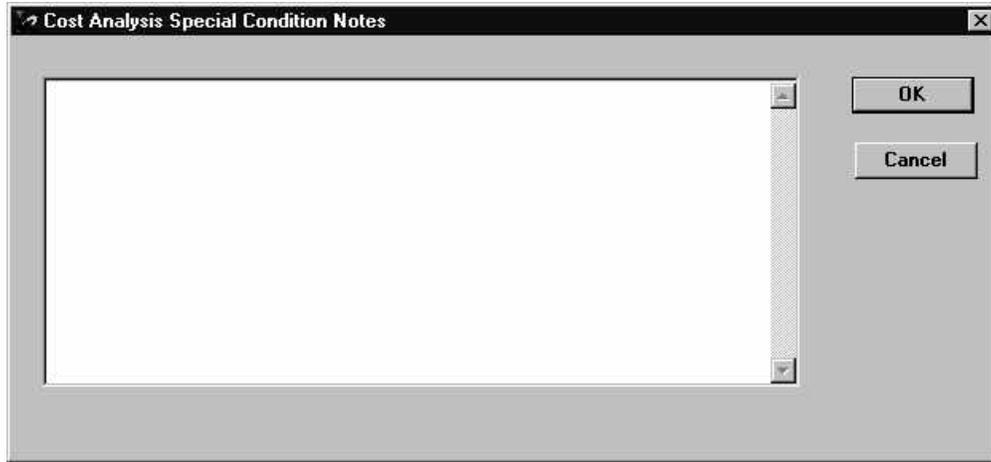


Figure 75. Cost Analysis Special Condition Notes Window

2. Enter your notes.
3. Click **OK** to save the note, and the entry displays in the Special Conditions list box on the Remarks/Notes tab.
4. Save your work.

5.5 Closing the Cost Assignment

After finishing the cost analysis, select the Assignment tab (Figure 76) to close the assignment. If any required data is missing, a list displays showing the location and type of data needed. (For a list of the validation errors and ways to resolve them, see Appendix E of the DAP User Guide for Lenders.) You cannot change the data after closing the assignment. To revise data after this assignment is closed, have your Tracking person create a new version.

The screenshot shows the 'Cost Analysis - Assignment' window with the following data:

- Project Name: Greenplace Homes
- ProjFHA Number: [Empty]
- Project Address: 15 Hollander Ridge Rd. Baltimore, MD 21232-
- Reason: New Processing
- Discipline: Cost Analysis
- Field Office: [Empty]
- Version #: 1
- Notes: [Empty]
- Dates:
 - Assigned: 01/12/2004
 - Start: 01/12/2004
 - Target: 00/00/0000
 - Date Assgmt Closed: 01/12/2004
- Responsible Staff Member:
 - Staff Name: John M. Smith
 - Official:

Figure 76. Cost Analysis - Assignment Window



Note: *The Official flag is inactive in Cost. The Appraiser sets the A&E and Cost flags in the Valuation subsystem through the linking process.*

To close an assignment:

1. Verify all cost data.
2. On the Remarks/Notes tab, indicate whether you accepted or did not accept the contractor's cost estimates and enter notes/special conditions (see Section 5.4.5).
3. On the Assignment tab, enter the date you completed the assignment in *Date Assgmt Closed* (MM/DD/YYYY; current date).
4. Save your work.

When the system saves the *Date Assgmt Closed*, the Cost assignment is closed. If additional data is required, the **Cost Completion Information Required** window (Figure 77) displays a list of errors. You must resolve these errors before the system saves the complete date. For a list of validation messages and how to resolve them, see Appendix E of the DAP User Guide for Lenders.

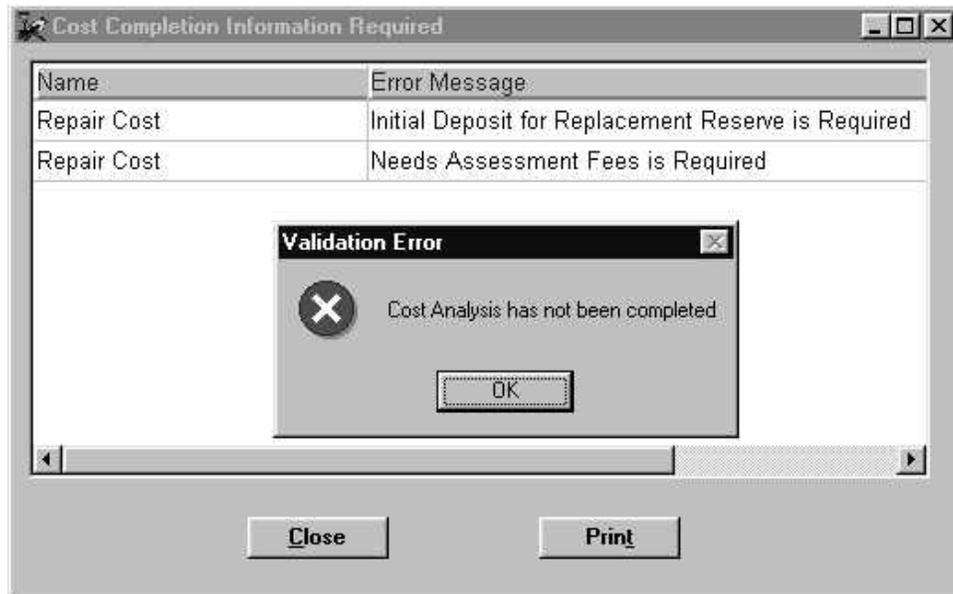


Figure 77. Cost Completion Information Required Error Message

5.6 Navigating Report Windows

After selecting a report, the **Print Preview** window (

Figure 78) gives you the flexibility to view specific pages and/or to print the report. This section describes the **Print Preview** window components and how to zoom and change the setup of your printer.

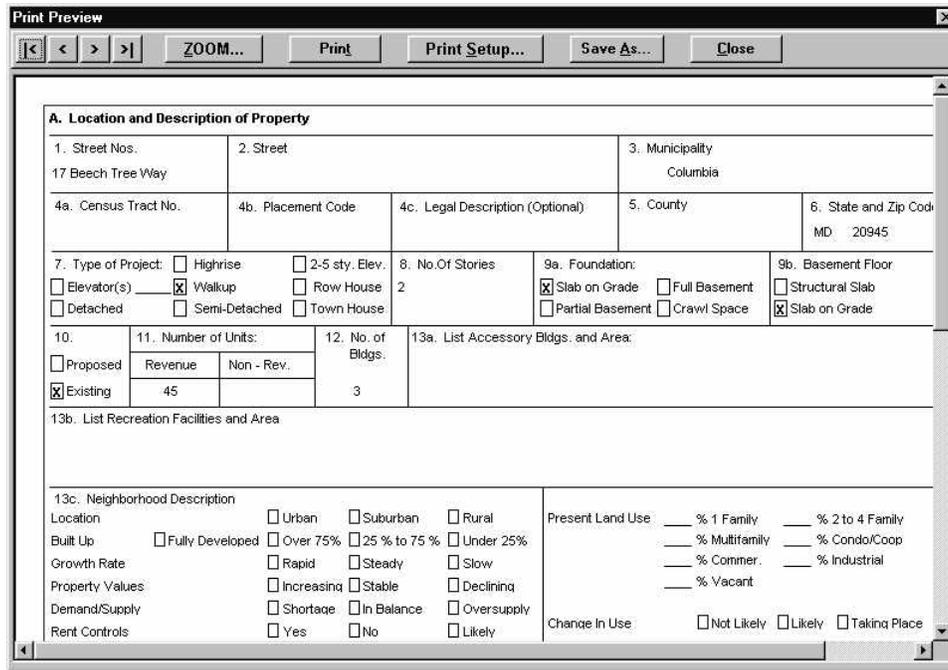


Figure 78. Print Preview Window

Report Command Buttons

Table 4 describes the report command buttons that you can use after generating a report.

Table 4. Description of Report Command Buttons

Report Command Buttons	Description
	Jump to the first page of the report.
	Navigate through the report one page at a time either forward or backward.
	Jump to the last page of the report.
	Displays the Zoom window where you can enlarge or reduce the size of the report you generated (for detailed steps, see Section 11.1.1).
	Print the report on your default printer.
	Change your default printer's parameters and options (for detailed steps, see Section 5.6.2).
	Save the report to your computer or diskette.
	Close the Print Preview window.

5.6.1 Using the Zoom Option

The **Zoom** option (Figure 79) allows you to change the way the report displays on your computer monitor. You can enlarge the report to view a specific area of the report, or reduce the report to view a wider area of the report. You also can use the horizontal and vertical bars to view covered portions of the report.

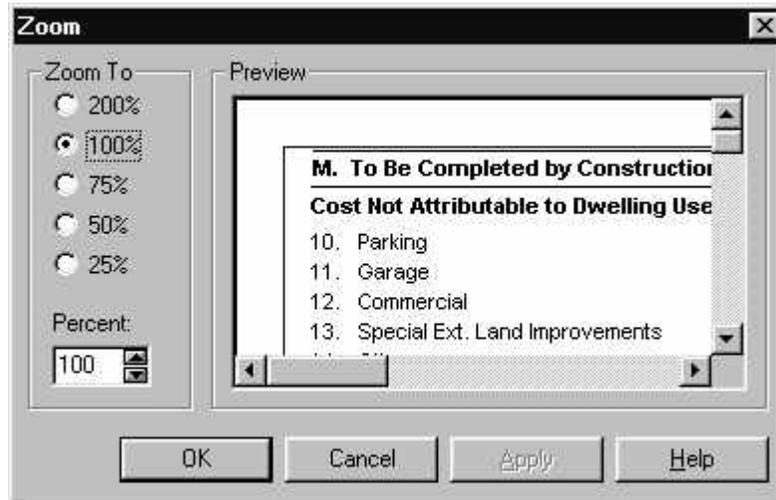


Figure 79. Zoom Window

To reduce or enlarge a report:

1. On the **Print Preview** window click **ZOOM...**, and the **Zoom** window displays.
2. Select the radio button to enlarge or reduce the viewing size of the report.
3. Click **OK**. The **Zoom** window closes and the **Print Preview** window displays the enlarged/reduced report.

5.6.2 Using the Printer Setup Option

Use the **Printer Setup** window (Figure 80) to change your printer's properties and options.

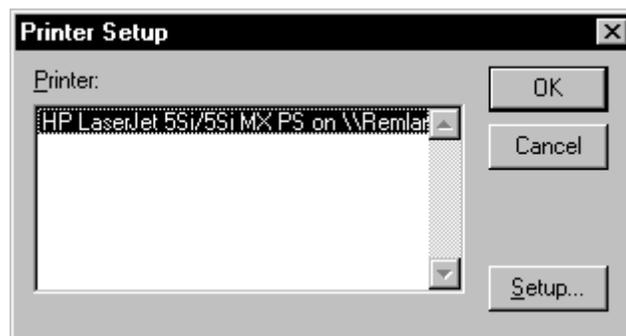


Figure 80. Printer Setup Window

To change your printer's setup:

1. Click on the **Print Preview** window. The **Printer Setup** window displays the name of the printer(s) to which you are connected. The default printer is highlighted.
2. Click , and the **Printer Properties** window displays. The printer's properties vary with manufacturers.
3. Change the printer settings to meet your needs.
4. Click , and the **Printer Properties** window closes.
5. Click , and the **Print Preview** window displays.

5.7 Cost Analysis Reports

This chapter describes the reports for the following type of projects: New Construction, Rehab, and Repair. Section 5.7.2 through Section 5.7.2 describe how to access each report.

Rehab Cost reports

- HUD 92326 - Project Cost Estimate
- HUD 2328 - Contractor's and/or Mortgagor's Cost Breakdown
- HUD 92331-B - Form 2328 and Cost Certification Review Worksheet
- HUD 92264 - Appraisal Report - Section G
- HUD 92264 - Appraisal Report - Section M
- HUD 92329 - Property Insurance Schedule

Replacement (New Construction) reports

- HUD 92326 - Project Cost Estimate
- HUD 2328 - Contractor's and/or Mortgagor's Cost Breakdown
- HUD 92331-B - Form 2328 and Cost Certification Review Worksheet
- HUD 92264 - Appraisal Report - Section G
- HUD 92264 - Appraisal Report - Section M
- HUD 92329 - Property Insurance Schedule
- HUD 92264 - Appraisal Report - Section O

Repair Cost Reports

- HUD-92264 - Appraisal Report - Section M
- HUD Form 92329 - Property Insurance Schedule
- HUD-92264 - Appraisal Report - Section O

5.7.1 Replacement (New Construction) Reports

Users access the Cost reports for a new construction project from the **Cost Analysis General** window. The information in these reports is based on cumulative data that has been entered and analyzed in DAP. You can use the procedures in this section to view, print, and save each Cost report.

- HUD 92326 - Project Cost Estimate
- HUD 2328 - Contractor's and/or Mortgagor's Cost Breakdown
- HUD 92331-B - Form 2328 and Cost Certification Review Worksheet
- HUD 92264 - Appraisal Report - Section G
- HUD 92264 - Appraisal Report - Section M
- HUD 92329 - Property Insurance Schedule
- HUD 92264 - Appraisal Report - Section O

To display the list of reports:

1. From the General tab on the **General** window, select the Replacement cost analysis type.
2. Click Reports on the Cost Menu, and the **Reports** window (Figure 81) displays.

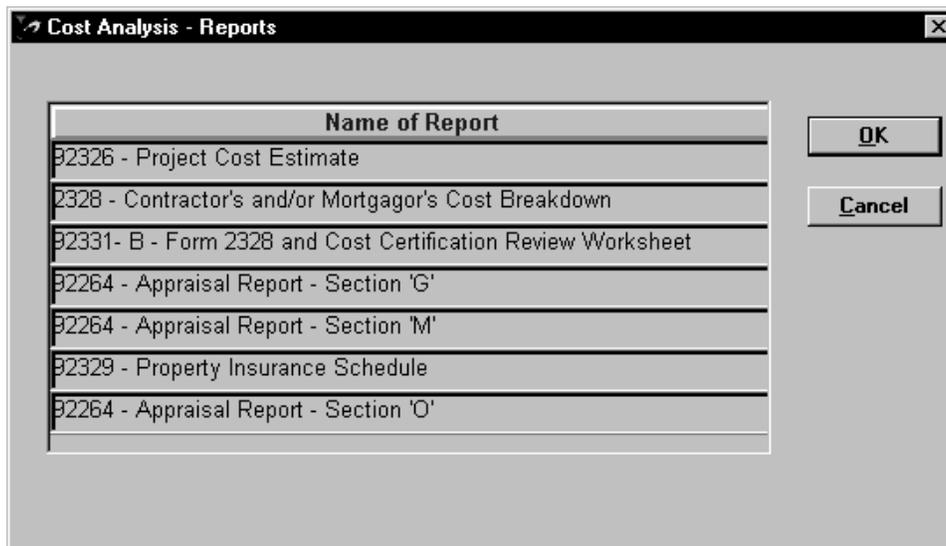


Figure 81. Cost Analysis Reports Window (New Construction)

5.7.1.1 HUD 92326 - Project Cost Estimate

This report provides a cost estimate for the new construction project. You can view, print, and save the report.

To generate a HUD 92326 report:

1. Select the Replacement cost analysis type from the **Cost Analysis General** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 92326 report.
4. Click , and the HUD 92326 report (Figure 82) displays.

Project Cost Estimate

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. (Exp)

Public Reporting Burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is being collected under Public Law 101-625 which requires the Department of to implement a system for mortgage insurance for mortgages insured under Sections 207, 221, 223, 232, or 241 of the National Housing Act. The information will be used by HUD to approve rents, property appraisals, and mortgages and to execute a firm commitment. Confidentiality to respondents is ensured if it would result in competitive harm in accord with the Freedom of Information Act provisions or if it could impact on the ability of the Department's mission to provide housing units under the various Sections of the Housing legislation.

Effective Cost Date(mm/dd/yyyy)	08/15/2000	Source	Conventional	Project No.	06135122	Section of Act	22
Name of Project	Marshall 221 (d) (4) - New Construc	Location	Atlanta, GA 22222				
Type of Project	Highrise	Sub-Type	Design				
Building Identification	123 Elm Street						
Number of Buildings	1	Number of Stories	7	Number of Units, Beds, Facilities	107		
Structural System	Structural Steel	Floor Sys. (Structural)	Steel				
Exterior Finish Major	Concrete	2nd	3rd				
Type of Foundation	Full Basement	Number of Basements	1	Accessory Structure(s)	0		
Gross Land Area and SF Cost	87,120	Comparable Data Bank Projects					
Total Gross Floor Area	Net And Gross Floor Areas						80,000

Figure 82. HUD 92326 - Project Cost Estimate (New Construction)

5. Use the command buttons to view or print the report.
6. Click to close the report.

5.7.1.2 HUD 2328 - Contractor's and/or Mortgage's Cost Breakdown

The HUD 2328 report displays the contractor's and/or mortgage's costs related to constructing the structures in a project. You can view, print, and save the report.

To generate a HUD 2328 report:

1. Select the Replacement cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window.
3. Select the HUD 2328 report.
4. Click , and the HUD 2328 report (Figure 83) displays.

Print Preview

Contractors and/or Mortgage's
Cost Breakdown
Schedules of Values

U.S. Department of Housing and
Urban Development
Office of Housing
Federal Housing Commissioner

OMB No. 2502-

Public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the reports Management Office, Office of Information Policy and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3800 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0044), Washington D.C. 20503

Date: 09/18/2000 Sponsor:

Project No: 06135122 Building Identification:

Name of Project: Marshall 221(d)(4) - New Construction Location:

Figure 83. HUD 2328 - Contractor's and/or Mortgage's Cost Breakdown (New Construction)

5. Use the command buttons to view or print the report.
6. Click to close the report.

5.7.1.3 HUD 92331-B - Form 2328 and Cost Certification Review Worksheet

The HUD 92331-B report displays a list of trade items and the dollar amount for each item for constructing the structures in a project. It also includes the plus or minus variance by dollar amount and percentage. You can view, print, and save the report.

To generate a HUD 92331-B report:

1. Select the Replacement cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 92331-B report.
4. Click , and the HUD 92331-B report (Figure 84) displays.

The screenshot shows a 'Print Preview' window for 'FHA FORM NO. 2331-B (1/75) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FEDERAL HOUSING ADMINISTRATION FORM 2328 AND COST CERTIFICATION REVIEW WORKSHEET COST SECTION'. The project name is '221d4 New Construction Insd.Advances' and the project number is '06135133'. There are checkboxes for 'FIRM' (checked) and 'CERTIFICA'. Below is a table with 4 columns: TRADE ITEM, Column A (Form 2326 Dollar Amounts), Column B (Form 2328/for Certified Dollar Amounts), Column C (Plus or Minus Dollar Amounts variance), and Colu (Plus or Percentag).

TRADE ITEM	Column A Form 2326 Dollar Amounts	Column B Form 2328/for Certified Dollar Amounts	Column C Plus or Minus Dollar Amounts variance	Colu Plus or Percentag
1. Concrete	\$3,023,290	\$43,846	\$2,977,934	
2. Masonry	\$0	\$94,554	\$94,554	
3. Metals	\$0	\$9,426	\$9,426	
4. Rough Carpentrv	\$5,657,980	\$4,846	\$5,652,914	
5. Finish Carpentrv	\$1,362,604	\$23,233	\$1,339,399	
6. Waterproofing	\$232,002	\$31,343	\$200,669	
7. Insulation	\$737,032	\$36,256	\$699,696	
8. Roofing	\$443,296	\$146,546	\$297,050	
9. Sheet metal	\$279,904	\$32,133	\$247,871	
10. Doors	\$1,235,244	\$23,233	\$1,212,011	
11. Windows	\$332,799	\$23,234	\$309,224	

Figure 84. HUD 92331-B - Form 2328 and Cost Certification Review Worksheet (New Construction)

5. Use the command buttons to view or print the report.
6. Click to close the report.

5.7.1.4 HUD 92264 - Appraisal Report - Section G

The HUD 92264 - Appraisal Report - Section G displays the estimated new construction cost for the project. The report includes a breakdown and total for fees, land improvements, and structure costs. You can view, print, and save the report.

To generate a HUD 92324 - Section G report:

1. Select the Replacement cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 92264 - Section G report.
4. Click , and the HUD 92264 - Appraisal Report - Section G report (Figure 85) displays.

G. Estimated Replacement Cost			
36a. Unusual Land Improvements	\$	9,798	
b. Other Land Improvements	\$	154,731	
c. Total Land Improvements	\$	164,529	
Structures			
37. Main Buildings	\$	21,677,584	
38. Accessory Buildings	\$	25,000	
39. Garages	\$		
40. All Other Buildings	\$	10,000	
41. Total Structures	\$	21,712,584	
42. General Requirements	\$	45,464	
Fees			
43. Builder's Gen. Overhead at 0.30%	\$	65,464	
44. Builder's Profit at 0.01%	\$	1,466	
45. Arch. Fee-Design at 0.01%	\$	2,334	
46. Arch. Fee-Supvr. at 0.03%	\$	6,468	
47. Bond Premium	\$	13,213	
48. Other Fees	\$	21,645	
49. Total Fees	\$	110,590	
Carrying Charges & Financing			
53. Interest: _____ Mos. at _____ %	on \$ _____	\$ _____	
54. Taxes		\$ _____	
55. Insurance		\$ _____	
56. FHA Mtg. Ins. Prem (_____ %)	\$ _____		
57. FHA Exam. Fee (_____ %)	\$ _____		
58. FHA Inspec. Fee (_____ %)	\$ _____		
59. Financing Fee (_____ %)	\$ _____		
60. AMPO (N. P. Only) (_____ %)	\$ _____		
61. FNMA/GNMA Fee (_____ %)	\$ _____		
62. Title & Recording		\$ _____	
63. Total Carrying Charges and Financing			
Legal, Organization & Audit Fee			
64. Legal		\$ _____	
65. Organization		\$ _____	
66. Cost Certification Audit Fee		\$ _____	
67. Total Legal, Organization & Audit Fees (64+65+66)			
68. Builder and Sponsor Profit & Risk			

Figure 85. HUD 92264 - Appraisal Report - Section G (New Construction)

5. Use the command buttons to view or print the report.
6. Click to close the report.

5.7.1.5 HUD 92264 - Appraisal Report - Section M

The HUD 92264 Section M report provides a list of costs that are not attributable to the use of the dwellings that are being constructed. It also includes an estimate cost of off-site requirements. You can view, print, and save the report.

To generate a HUD 92364 - Section M report:

1. Select the Replacement cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 92264 Section M report.
4. Click , and the HUD 92264 - Appraisal Report - Section M report (Figure 86) displays.

M. To Be Completed by Construction Cost Analyst		Total Est. Cost of Off-Site Requirements	
Cost Not Attributable to Dwelling Use		16. Off-Site	
10. Parking	\$ 46,554	Hook-ups	Est. C
11. Garage	\$ 54,542		\$
12. Commercial	\$ 46,564	Sewerage	\$
13. Special Ext. Land Improvements	\$ 21,654		\$
14. Other	\$ 32,165		\$
15. Total	\$ 201,479		\$
	.92 %	17. Total Off-Site Costs	\$

Figure 86. HUD 92264 - Appraisal Report - Section M (New Construction)

5. Use the command buttons to view or print the report.
6. Click to close the report.

5.7.1.6 HUD 92329 - Property Insurance Schedule

The HUD 92329 report displays the insurable values and insurance coverage for the property that is being constructed. A completed valuation assignment must be closed and linked to your current cost assignment before this report can be generated. If you are processing a new construction or rehab project and did not enter the builder's profit in the Cost subsystem, you have the option of entering it here. The system can more accurately calculate the insurable value of the property when other costs, such as builder's profit, builder's overhead, general requirements, and architectural fees have been entered. You can view, print, and save the report.

To generate a HUD 92329 report:

1. Select the Replacement cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 92329 report.

If a completed Valuation assignment is not linked to your current Cost assignment, the following error message displays in the **Insurance Schedule** window (Figure 87).

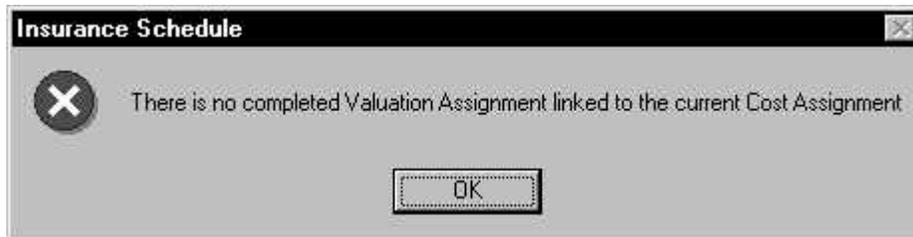


Figure 87. Insurance Schedule Error Message

4. Click .

If the builder's profit was not entered in the Cost subsystem for a new construction or rehab project, the system displays the **Cost Analysis – Reports – 92329 Builder's Profit** window (Figure 88). You can either enter the percentage or return to the **Cost Analysis Reports** window.

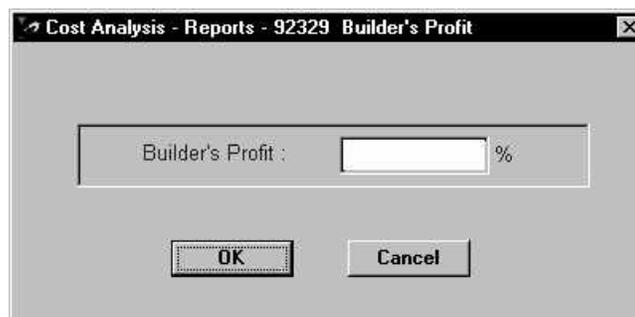


Figure 88. Cost Analysis - Reports - 92329 Builder's Profit

5. The HUD 92329 report (Figure 89) displays.

Property Insurance Schedule
Insurable Values for Property
Insurance Coverages

U.S. Department of Housing and
Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-
(exp. 3/31)

Public Reporting Burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is being collected under Public Law 101-625 which requires the Department of to implement a system for mortgage insurance for mortgages insured under Sections 207,221,223,232, or 241 of the National Housing Act. The information will be used by HUD to approve rents, property appraisals, and mortgage amounts, and to execute a firm commitment. Confidentiality to respondents is ensured if it would result in competitive harm in accord with the Freedom of Information Act (FOIA) provisions or if it could impact on the ability of the Department's mission to provide housing units under the various Sections of the Housing legislation.

Note: The purpose of this form is to provide a guide for the mortgagee in establishing property insurance coverage for each building in the project. Total coverage must be no less than the Total 100% insurable value for the project. Also note attached form HUD-02447.

1. Project Number	06135122	2. Project Name	Marshall 221(d)(6) - New Construction
-------------------	----------	-----------------	---------------------------------------

Figure 89. HUD 92329 - Property Insurance Schedule (New Construction)

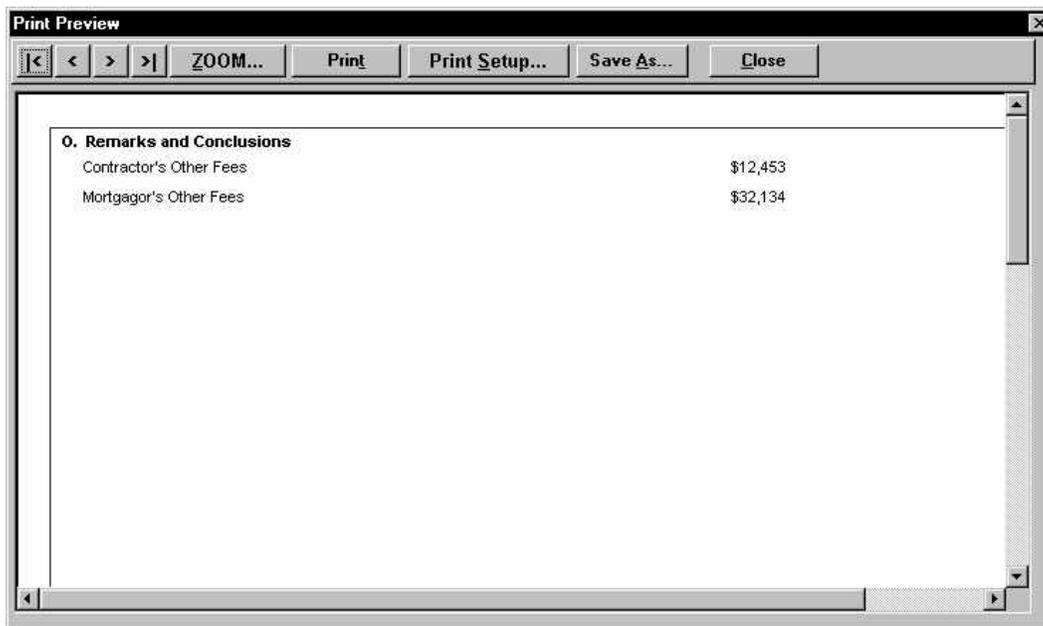
6. Use the command buttons to view or print the report.
7. Click  to close the report.

5.7.1.7 HUD 92264 - Appraisal Report - Section O

The HUD 92264 - Appraisal Report - Section O report lists the total cost for all improvements to construct the project that is being rehabilitated. It includes on-site demolition costs and related fees for the contractor and mortgagor. You can view, print, and save the report.

To generate a HUD 92324 - Section O report:

1. Select the Replacement cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 92264 - Section O report.
4. Click , and the HUD 92264 - Section O report (Figure 90) displays.



O. Remarks and Conclusions	
Contractor's Other Fees	\$12,453
Mortgagor's Other Fees	\$32,134

Figure 90. HUD 92264 - Appraisal Report - Section O (New Construction)

5. Use the command buttons to view or print the report.
6. Click to close the report.

5.7.2 Rehab Cost Reports

Users access the Cost reports for a rehabilitation project from the **Cost Analysis General** window. The information in these reports is based on cumulative data that has been entered and analyzed in DAP. You can use the procedures in this section to view, print, and save each Cost report.

- HUD 92326 - Project Cost Estimate
- HUD 2328 - Contractor's and/or Mortgagor's Cost Breakdown
- HUD 92331-B - Form 2328 and Cost Certification Review Worksheet
- HUD 92264 - Appraisal Report - Section G
- HUD 92264 - Appraisal Report - Section M
- HUD 92329 - Property Insurance Schedule

To display the list of reports:

1. From the General tab on the **General** window, select the Rehab cost analysis type.
2. Click Reports on the Cost Menu, and the **Reports** window (Figure 91) displays.

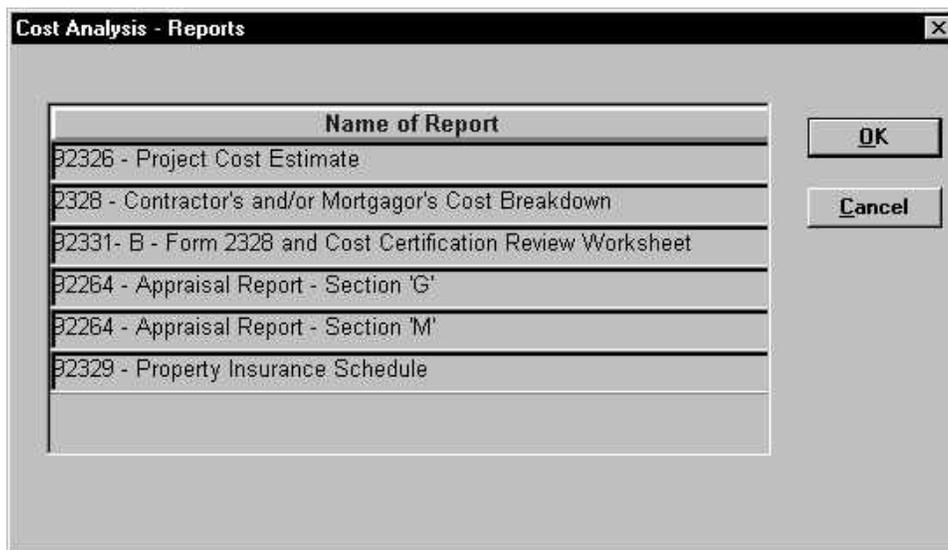


Figure 91. Cost Analysis Reports Window (Rehab)

You can access some reports by each structure type on the property or as one combined master report. You can select a structure type or master report whenever the Cost Reports window (Figure 92) displays.

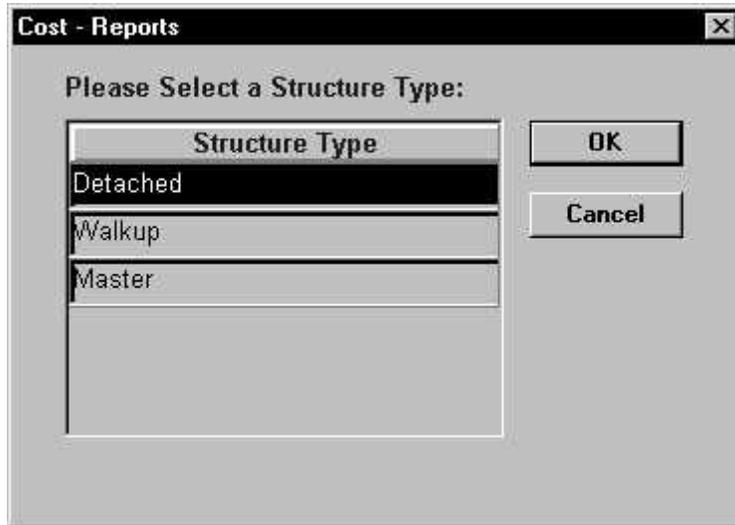


Figure 92. Cost Reports - By Structure Type or Master Report

5.7.2.1 HUD 92326 Report - Project Cost Estimate

The HUD 92326 report displays the estimated costs for rehabilitating the structures in a project. You can view, print, and save the report.

To generate a HUD 92326 report:

1. Select the Rehab cost analysis type from the **Cost Analysis General** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 92326 report, and the **Cost Reports** window displays.
4. Select a structure type or the master report.
5. Click , and the HUD 92326 report (Figure 93) displays.

Project Cost Estimate		U.S. Department of Housing and Urban Development Office of Housing Federal Housing Commissioner		OMB Approval No. (Exp
Public Reporting Burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.				
This information is being collected under Public Law 101-625 which requires the Department of to implement a system for mortgage insurance for mortgages it under Sections 207, 221, 223, 232, or 241 of the National Housing Act. The information will be used by HUD to approve rents, property appraisals, and mortgage and to execute a firm commitment. Confidentiality to respondents is ensured if it would result in competitive harm in accord with the Freedom of Information provisions or if it could impact on the ability of the Department's mission to provide housing units under the various Sections of the Housing legislation.				
Effective Cost Date(mm/dd/yyyy)	09/05/2000	Source	Conventional	Project No. 06135129
Name of Project	Mars 221(dx3)	Location	Atlanta, GA 06666	
Type of Project	Detached	Sub-Type	Design	
Building Identification	5231 Hartford Street			
Number of Buildings	1	Number of Stories	7	Number of Units, Beds, Facilities
Structural System	Wood Frame	Floor Sys. (Structural)	Concrete	
Exterior Finish Major	Wood	2nd	3rd	
Type of Foundation	Slab on Grade	Number of Basements	0	Accessory Structure(s)
Gross Land Area and SF Cost	17,000	Comparable Data Bank Projects		
Total Gross Floor Area		Net And Gross Floor Areas		
		7,000		

Figure 93. HUD 92326 Report - Project Cost Estimate (Rehab)

6. Use the command buttons to view or print the report.
7. Click to close the report.

5.7.2.2 HUD 2328 - Contractor's and/or Mortgagor's Cost Breakdown

The HUD 2328 report displays the contractor's and/or mortgagor's costs related to rehabilitating the structures in a project. You can view, print, and save the report.

To generate a HUD 2328 report:

1. Select the Rehab cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 2328 report, and the **Cost Reports** window displays.
4. Select a structure type or the master report.
5. Click , and the HUD 2328 report (Figure 94) displays.

**Contractors and/or Mortgagor's
Cost Breakdown**

Schedules of Values

U.S. Department of Housing and
Urban Development
Office of Housing
Federal Housing Commissioner

OMB No. 2502-0

Public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching ex data sources, gathering and maintaining the data needed and completing and reviewing the collection of information, Send comments regarding this burden estim many other aspect of this collection of information, including suggestions for reducing this burden, to the reports Management Officer, Office of Information Pc and Systems, U.S. Department of Housing and Urban development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork R project (2502-0044), Washington D.C. 20503

Date: 09/29/2000 Sponsor:

Project No: 06135129 Building Identification:

Name of Project: Mar's 221(d)(3) Location:

Figure 94. HUD 2328 - Contractor's and/or Mortgagor's Cost Breakdown (Rehab)

6. Use the command buttons to view or print the report.
7. Click to close the report.

5.7.2.3 HUD 92331-B - Form 2328 and Cost Certification Review Worksheet

The HUD 92331-B report displays a list of trade items and the dollar amount for each item for rehabilitating the structures in a project. It also includes the plus or minus variance by dollar amount and percentage. You can view, print, and save the report.

To generate a HUD 92331-B report:

1. Select the Rehab cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window.
3. Select the HUD 92331-B report, and the **Cost Reports** window displays.
4. Select a structure type or the master report.
5. Click , and the HUD 92331-B report (Figure 95) displays.

The screenshot shows a 'Print Preview' window for the HUD 92331-B report. The window title is 'Print Preview' and it has standard navigation buttons: '<', '>', 'ZOOM...', 'Print', 'Print Setup...', 'Save As...', and 'Close'. The report content is as follows:

FHA FORM NO.2331-B (1/75) U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FEDERAL HOUSING ADMINISTRATION
FORM 2328 AND COST CERTIFICATION REVIEW WORKSHEET COST SECTION

PROJECT NAME: Mars 221(d)(3) [X] FIRM
PROJECT NUMBER: 06135129 [] CERTIFICA

TRADE ITEM	Column A	Column B	Column C	Colu
	Form 2326 Dollar Amounts	Form 2328/or Certified Dollar Amounts	Plus or Minus Dollar Amounts variance	Plus or Percentag
1. Concrete	\$0	\$0	\$0	
2. Masonry	\$0	\$0	\$0	
3. Metals	\$0	\$0	\$0	
4. Rough Carpentrv	\$0	\$0	\$0	
5. Finish Carpentrv	\$0	\$0	\$0	
6. Waterproofing	\$0	\$0	\$0	
7. Insulation	\$0	\$0	\$0	
8. Roofing	\$0	\$0	\$0	
9. Sheet metal	\$0	\$0	\$0	
10. Doors	\$0	\$0	\$0	
11. Windows	\$0	\$0	\$0	

Figure 95. HUD 92331-B – Form 2328 and Cost Certification Review Worksheet (Rehab)

6. Use the command buttons to view or print the report.
7. Click to close the report.

5.7.2.4 HUD 92264 - Appraisal Report - Section G

The HUD 92264 - Section G report displays the estimated replacement cost for the project that is being rehabilitated. The report includes a breakdown and total for fees, land improvements, and structure costs. You can view, print, and save the report.

To generate a HUD 92264 - Section G report:

1. Select the Rehab cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window.
3. Select the HUD 92264 - Section G report.
4. Click , and the HUD 92264 - Section G report (Figure 96) displays.

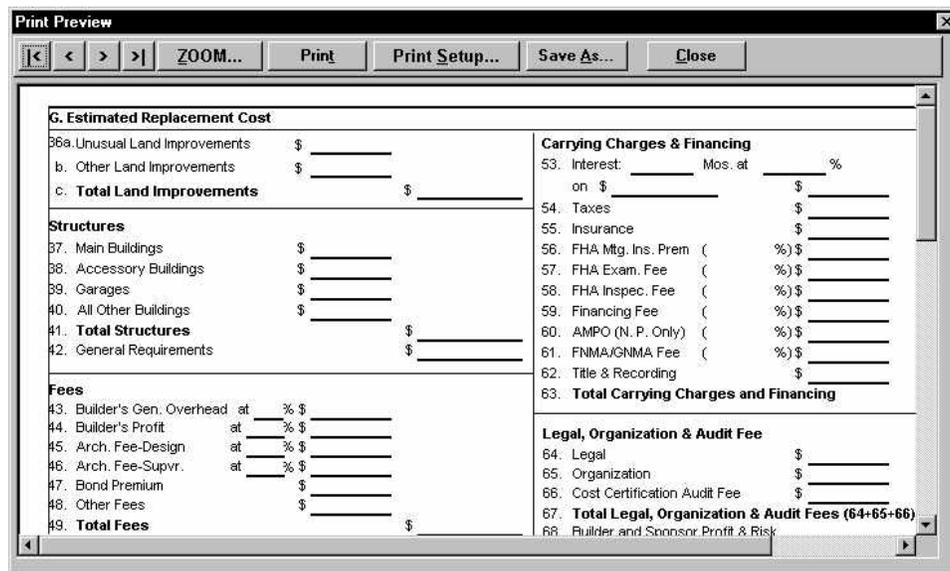


Figure 96. HUD 92264 - Appraisal Report - Section G (Rehab)

5. Use the command buttons to view or print the report.
6. Click to close the report.

5.7.2.5 HUD 92264 - Appraisal Report - Section M

The HUD 92264 Section M report provides a list of costs that are not attributable to the use of the dwellings that are being rehabilitated. It also includes an estimate cost of off-site requirements. You can view, print, and save the report.

To generate a HUD 92264 - Section M report:

1. Select the Rehab cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window.
3. Select the HUD 92264 Section M report.
4. Click , and the HUD 92264 report (Figure 97) displays.

M. To Be Completed by Construction Cost Analyst		Total Est. Cost of Off-Site Requirements	
Cost Not Attributable to Dwelling Use			
10. Parking	\$ _____	16. Off-Site	Est. C
11. Garage	\$ _____	_____	\$ _____
12. Commercial	\$ _____	_____	\$ _____
13. Special Ext. Land Improvements	\$ _____	_____	\$ _____
14. Other	\$ _____	_____	\$ _____
15. Total	\$ _____ %	17. Total Off-Site Costs	\$ _____

Figure 97. HUD 92264 - Appraisal Report - Section M (Rehab)

5. Use the command buttons to view or print the report.
6. Click to close the report.

5.7.2.6 HUD 92329 - Property Insurance Schedule

The HUD 92329 report displays the insurable values and insurance coverage for the property that is being rehabilitated. A completed valuation assignment must be closed and linked to your current cost assignment before this report can be generated. If you are processing a rehab or new construction project and did not enter the builder's profit in the Cost subsystem, you have the option of entering it here. The system can more accurately calculate the insurable value of the property when other costs, such as builder's profit, builder's overhead, general requirements, and architectural fees have been entered. You can view, print, and save the report.

To generate a HUD 92329 report:

1. Select the Rehab cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 92329 report.

If a completed Valuation assignment is not linked to your current Cost assignment, the following error message displays in the **Insurance Schedule** window (Figure 98).

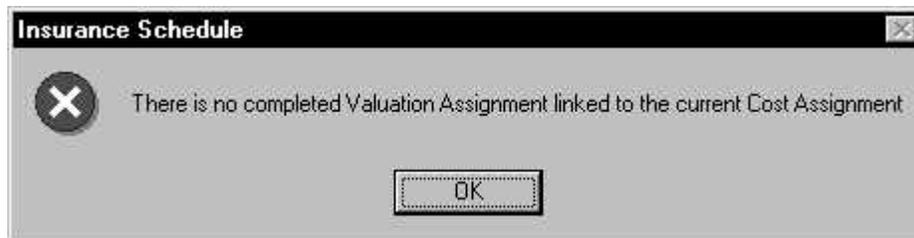


Figure 98. Insurance Schedule Error Message

4. Click .

If the builder's profit was not entered in the Cost subsystem for a rehab or new construction project, the system displays the **Cost Analysis – Reports – 92329 Builder's Profit** window (Figure 99). Enter the percentage or return to the **Cost Analysis Reports** window.

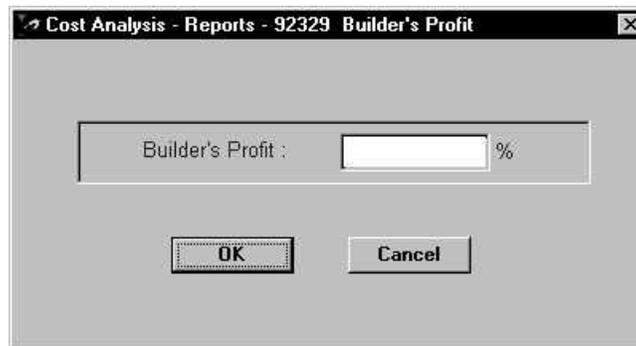


Figure 99. Cost Analysis - Reports - 92329 Builder's Profit

5. The HUD 92329 report (Figure 100) displays.

Property Insurance Schedule
Insurable Values for Property
Insurance Coverages

U.S. Department of Housing and
Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-
(exp.3/31/)

Public Reporting Burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is being collected under Public Law 101-625 which requires the Department of to implement a system for mortgage insurance for mortgages insured under Sections 207,221,223,232, or 241 of the National Housing Act. The information will be used by HUD to approve rents, property appraisals, and mortgage amounts, and to execute a firm commitment. Confidentiality to respondents is ensured if it would result in competitive harm in accord with the Freedom of Information Act (FOIA) provisions or if it could impact on the ability of the Department's mission to provide housing units under the various Sections of the Housing legislation.

Note: The purpose of this form is to provide a guide for the mortgagee in establishing property insurance coverage for each building in the project. Total cover must be no less than the Total 100% insurable value for the project. Also note attached form HUD-92447.

1. Project Number	06135129	2. Project Name	Mars 221(d)(3)
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Figure 100. HUD 92329 - Property Insurance Schedule (Rehab)

6. Use the command buttons to view or print the report.
7. Click to close the report.

5.7.3 Repair Cost Reports

Users access the Cost reports for a repair project from the **Cost Analysis General** window. The information in these reports is based on cumulative data that has been entered and analyzed in DAP. You can view, print, or save reports.

Repair Cost Reports

- HUD HUD-92264 - Appraisal Report - Section M
- HUD Form 92329 - Property Insurance Schedule
- HUD HUD-92264 - Appraisal Report - Section O

To display the list of reports:

1. From the General tab on the **General** window, select the Repair cost analysis type.
2. Click Reports on the Cost Menu.
3. Click , and the **Reports** window (Figure 101) displays.

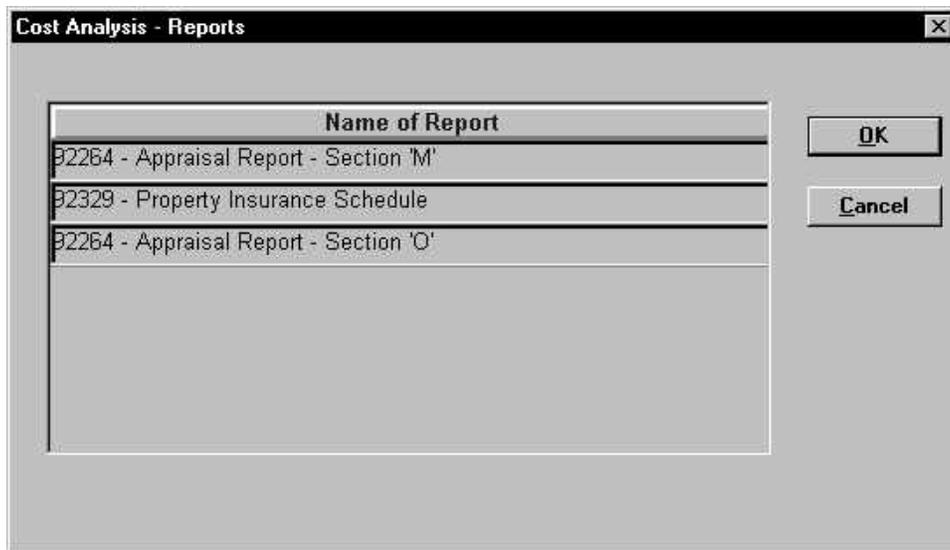


Figure 101. Reports Window (Repair)

4. Use the command buttons to view or print the report.
5. Click to close the report.

5.7.3.1 HUD 92264 - Appraisal Report - Section M

The HUD 92264 Section M report provides a list of costs that are not attributable to the use of the dwellings that are being repaired. It also includes an estimate cost of off-site requirements. You can view, print, and save the report.

To generate a HUD 92324 - Section M report:

1. Select the Repair cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 92264 Section M report.
4. Click , and the HUD 92264 report (Figure 102) displays.

M. To Be Completed by Construction Cost Analyst		Total Est. Cost of Off-Site Requirements	
Cost Not Attributable to Dwelling Use			
10. Parking	\$ _____	16. Off-Site	Est. (
11. Garage	\$ _____	OIUCI	\$ _____
12. Commercial	\$ _____		\$ _____
13. Special Ext. Land Improvements	\$ _____		\$ _____
14. Other	\$ _____		\$ _____
15. Total	\$ _____		\$ _____
	_____ %	17. Total Off-Site Costs	\$ _____

Figure 102. HUD 92264 - Appraisal Report - Section M (Repair)

5. Use the command buttons to view or print the report.
6. Click to close the report.

5.7.3.2 HUD 92329 - Property Insurance Schedule

The HUD 92329 report displays the insurable values and insurance coverage for the property that is being constructed. A completed valuation assignment must be linked to your current cost assignment before this report can be generated. You can view, print, and save the report.

To generate a HUD 92329 report:

1. Select the Replacement cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 92329 report.

If a completed Valuation assignment is not linked to your current Cost assignment when you try to generate this report, the following error message (Figure 103) displays.

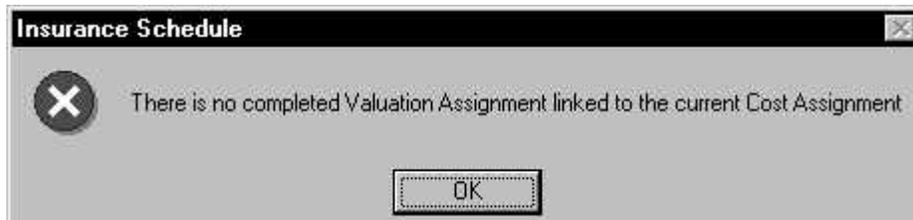


Figure 103. Insurance Schedule Error Message

4. Click , and the HUD 92329 report (Figure 104) displays.

1. Project Number	06135122	2. Project Name	Marshall 221(f)(6) - New Construction
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Figure 104. HUD 92329 - Property Insurance Schedule (Repair)

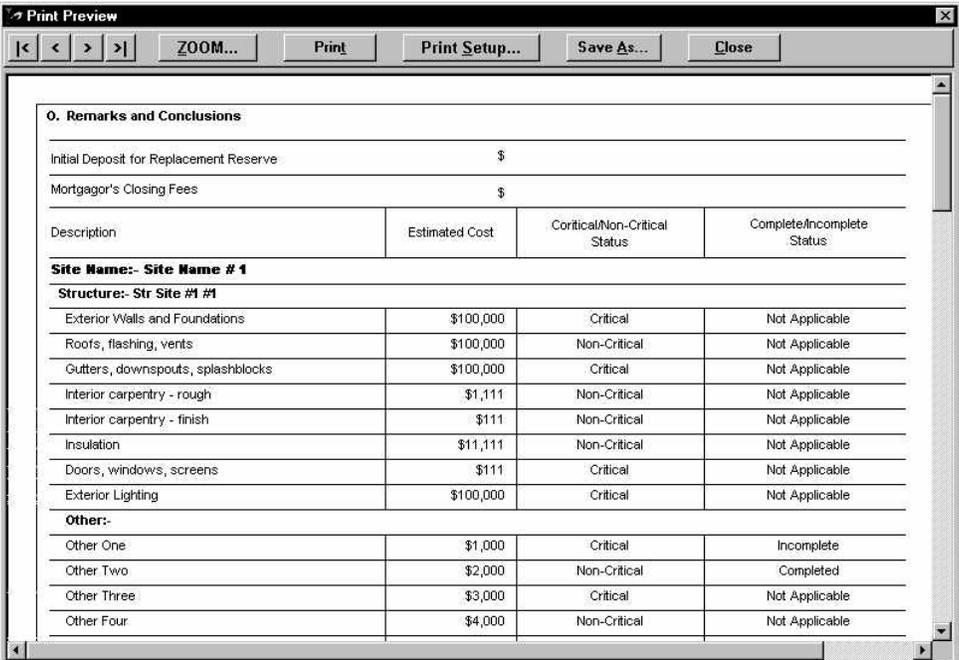
5. Use the command buttons to view or print the report.
6. Click to close the report.

5.7.3.3 HUD 92264 - Appraisal Report - Section O

The HUD 92264 - Appraisal Report - Section O report lists the total cost for all improvements to construct the project that is being repaired. It includes on-site demolition costs and related fees for the contractor and mortgagor. You can view, print, and save the report.

To generate a HUD 92324 - Section O report:

1. Select the Repair cost analysis type from the **Cost Analysis Main** window.
2. Click the Reports menu option on the General tab, and the **Cost Analysis Reports** window displays.
3. Select the HUD 92264 - Section O report.
4. Click , and the HUD 92264 - Section O report (Figure 105) displays.



O. Remarks and Conclusions			
Initial Deposit for Replacement Reserve	\$		
Mortgagor's Closing Fees	\$		
Description	Estimated Cost	Cortical/Non-Critical Status	Complete/Incomplete Status
Site Name:- Site Name # 1			
Structure:- Str Site #1 #1			
Exterior Walls and Foundations	\$100,000	Critical	Not Applicable
Roofs, flashing, vents	\$100,000	Non-Critical	Not Applicable
Gutters, downspouts, splashblocks	\$100,000	Critical	Not Applicable
Interior carpentry - rough	\$1,111	Non-Critical	Not Applicable
Interior carpentry - finish	\$111	Non-Critical	Not Applicable
Insulation	\$11,111	Non-Critical	Not Applicable
Doors, windows, screens	\$111	Critical	Not Applicable
Exterior Lighting	\$100,000	Critical	Not Applicable
Other:-			
Other One	\$1,000	Critical	Incomplete
Other Two	\$2,000	Non-Critical	Completed
Other Three	\$3,000	Critical	Not Applicable
Other Four	\$4,000	Non-Critical	Not Applicable

Figure 105. HUD 92264 - Appraisal Report - Section O (Repair)

5. Use the command buttons to view or print the report.
6. Click to close the report.